



Stevenage FC Foundation Phase Lead Coach

Stevenage Football Club are looking for highly motivated, talented, enthusiastic, and dedicated individual to lead and oversee the delivery of the Academy Foundation Phase (U9–U12) coaching programme at Stevenage Football Club. The post holder will work closely with the Head of Coaching and other Phase Leads to ensure departmental performance targets are achieved and maintained in line with the Club Philosophy and the Elite Player Performance Plan (EPPP).

The Foundation Phase Lead Coach will manage and coordinate all operational aspects of the phase, supporting and developing coaches to plan, deliver, and evaluate coaching sessions and player development programmes. The role will ensure all coaching practice, player reviews, and administrative processes are accurately recorded on the KML system and aligned with Academy standards.

The successful applicant will be responsible for creating a positive, engaging, and development-focused learning environment that supports individual player progression and prepares players for transition into the Youth Development Phase.

Vacant Position

Stevenage FC Foundation Phase Lead Coach – Academy

Safeguarding Statement

Stevenage Football Club is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment.

This post requires Enhanced Criminal Records Checks and may include checks against the Barred Lists, as such it is exempt from Rehabilitation of Offenders Act (1974).

Therefore, all convictions including spent convictions that have not been subject to filtering by the DBS should be declared. Relevant information and/or documents will be distributed as part of the recruitment process.

Equality & Diversity Statement

Stevenage Football Club is an equal opportunities employer and staff will be regarded equally and will be given equal opportunities irrespective of sex, age, race, religion or belief, marriage or civil partnership, disability, sexual orientation, gender reassignment, pregnancy or maternity, ethnic or national origin. Further training on Anti-Discrimination and Inclusion is available to all.



Stevenage FC Foundation Phase Lead Coach – Job Description

Job Title	Stevenage FC Foundation Phase Lead Coach
Department	Academy
Reports To	Head of Coaching
Direct Reports	Academy Director
Key Contacts	Internal – Academy Players, Academy Manager, Head of Coaching, Academy Coaching Staff, Part Time Coaching Staff, Lead Academy Physio, Lead S&C Coach, Head of Academy Recruitment, Academy Operations Manager. External – Opposition Club Coaches, Parents, Regulatory Bodies (EFL, The FA, PFA, LFE)
Hours	30 Hours Per Week
Job Purpose	The Foundation Phase Lead Coach will manage and coordinate all operational aspects of the phase, supporting and developing coaches to plan, deliver, and evaluate coaching sessions and player development programmes. The role will ensure all coaching practice, player reviews, and administrative processes are accurately recorded on the KML system and aligned with Academy standards.
Remuneration	Dependant on Qualifications

Role responsibilities – Key Duties

Plan, record and deliver coaching sessions that follow the club philosophy and deliver the coaching syllabus for your respective age group.
Lead the delivery model across U9-U12, ensuring consistent coaching methodology and session structure across all teams and coaching staff
Develop and maintain a positive learning environment to maximise each players learning potential.
Be an active part of frequent evaluation of players and the coaching syllabus.
Communicate professionally with parents, players and staff on a regular basis.
Ensure multidisciplinary communication is maintained for the benefit of your players
Oversee individual development plans (IDP's) for all foundation phase players and ensure regular formal reviews
To be responsible for your phase on match day, including to plan, observe and provide feedback regarding individual player performance.
To complete any other duties as deemed reasonable by the Lead Coach



STEVENAGE FOOTBALL CLUB

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Qualifications		Essential	Desirable
1	UEFA B licence	✓	
2	UEFA A licence (or working towards)		✓
2	FA Youth Module 3 (assessed)	✓	
3	FA Advanced Youth Award		✓
4	Recognised First Aid Qualification (Emergency Aid)	✓	
5	FA Basic First Aid for Sport (BFAS) or FA Intermediate First Aid for Sport (IFAS)		✓
6	DBS check	✓	
Skills, Knowledge & Experience			
7	Extensive knowledge and experience of the role and the position	✓	
8	Experience working with young players	✓	
9	Experience of coaching within an Academy	✓	
10	IT skills; including the ability to use Performance Management Application (PMA) software and Microsoft Office (Excel, Word and Outlook)	✓	
11	Excellent interpersonal and communication skills	✓	
Attitude/Behaviours			
12	Ability to work under pressure and to tight deadlines	✓	
13	A genuine team player	✓	
14	A reliable individual	✓	
Personal Qualities			
15	Personable with an ability to build individual relationships	✓	
16	Hardworking and enthusiastic	✓	
17	Empathetic to young players	✓	
18	Ability to adapt to changing circumstances	✓	