



Stevenage FC – Elite Development Programme Lead (Full-Time)

Stevenage Football Club are looking for highly motivated, talented, and dedicated individual to join as the Elite/Education Development programme Lead.

Stevenage FC is an ideal club for a passionate and eager coach, who loves the game and takes great pride in the development of young players and themselves. Working with Stevenage FC EDP, successful candidates will begin working on EDP sessions hosted at The County Ground in Letchworth and/or Stevenage FC Performance Centre.

Vacant Position

Stevenage FC – Elite Development Programme Lead (Full – Time)

Desired Start Date:

1st August 2026

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.



Elite Development Programme Lead Coach (Full Time)

Job Title	Elite Development Programme Lead (Full Time)
Department	Academy
Reports To	Academy Director
Direct Reports	Academy Director
Key Contacts	<p>Internal – EDP Players, Academy Manager, Head of Coaching, Lead Academy Coaching Staff, Part Time Coaching Staff, Head of Academy Recruitment.</p> <p>External – VLUK, Hertfordshire FA, Opposition Clubs, Parents, Regulatory Bodies (EFL, The FA, PFA, LFE)</p>
Budgetary Responsibilities	None
Location	Based at The County Ground, Letchworth, SG6 2EN.
Hours	30 hours per week
Job Purpose	<p>To run and deliver the football provision to the Stevenage FC BTEC Level 3 programmes in association with our Hertfordshire FA and VLUK partnerships. To organise, manage and deliver the Football Programme. Ensure that the Academy's football provision reflects the strategy and performance targets identified in the Club's Academy Performance Plan. Work with and for the Academy Director to ensure the Education Programme offers the best football educational opportunities to maximise the potential of young players. Manage and safely store all data related to the football progress of young players in line with Data Protection Legislation.</p>



<u>Role Responsibilities & Key Duties</u>	
1	To perform functions within that role and feedback to the Academy Director.
2	Responsible for day-to-day safeguarding in line with guidance from VLUK and Local Safeguarding Children Boards (LSCBs) and in line with The FA requirements for work with children and young people.
3	Provide written reports on the football progress of young players if required.
4	To manage and support the appointed teacher (VLUK) in the release of any youth player if required.
5	To deliver training and demonstrate continued professional development in relation to the role of the Programme Head of Football.
6	To recruit and graduate a minimum number of young people from the course, number to be agreed with line manager ahead of course delivery.
7	To lead the training and match day provision, through having planned sessions, and to ensure these are engaging, creative and in line with our quality assurance process.
8	To assist the teacher where necessary, to assist those who need extra support by delivering small group work.
9	To work as part of a bigger Academy Department Team and contribute to the development of the department.
10	To support the participation, retention, and progression of learners in their courses and to encourage learners to pursue further education, training, or employment on finishing the course.
11	To keep proper and accurate records and registers, ensuring effective monitoring and evaluation of learners' progression, and to support the writing of reports as required.
12	To attend and engage in all relevant staff meetings, and maintain effective communication with staff, learners and other relevant educational organisations.
13	To deliver inclusive and high-quality training sessions, equipment, and opportunities to all student athletes and to liaise with the Education and Quality Assurance Managers to ensure and address the quality of work offered, and actively seek to eliminate any indirect or direct discriminatory practice or behaviours.



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14	To undertake training and CPD as necessary and relevant to the post and business needs.
15	During times when centres are not operational to contribute to the organisation as a whole and assist with provision.
16	To be familiar with the Code of Conduct and all operational, Health & Safety, Child Protection and Data Protection policies.
17	To answer and respond to emails in a timely manner.
18	To attend departmental and office meetings as required.
19	Any other duties as requested by the Academy Director.

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Qualifications		Essential	Desirable
1	UEFA B licence outfield award	✓	
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 scouting & talent identification processes and procedures		✓
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	✓	