



Prime-Time Academy Age Group Cover Coach

Season: 2026/27

Staff Member: TBC

Job Description & Specific Role Requirements

Reporting To	Cell Lead Coach (U9-U10, U11-U12, U13-U14 or U15-U16)
Purpose & Role function	- Support, guide and direct talented young players to maximise their potential in sporting performance & personal excellence within the Academy. - Support the delivery of relevant, innovative & enjoyable coaching practices. - Uphold and demonstrate the values, standards and behaviours expected by ECFC both inside & outside the Club.
Other Key relationships	- Head of Coaching & Player Development - Academy Director - Other Cell Lead Coaches - Academy multi-disciplinary team across phases - Parents & guardians - EFL & FA staff
Role Summary	- Develop young players who aspire to play high quality possession-based football for ECFC and beyond. - Prepare for & coach one training session per week with a designated age group. - Prepare for & coach an age group match as part of the games programme with a designated age group. - Attend all age group player reviews, contributing to feedback on progress and IDP's. - Work from an aligned & periodised coaching curriculum that is constantly reviewed. - Progress talented young players through the Academy. - Combine and collaborate with the multi-disciplinary team. - Liaise with Cell Lead regarding trialist performance and contribute to feedback. - Commit to the Excellent Coaching Framework, continually reflecting and developing as a practitioner.
Safeguarding	- Attend seasonal safeguarding training as required by the Club. - Adhere to all guidelines contained within the Club's Safeguarding Policy. - Utilise the 'MyConcern' system to 'recognise, respond, report and record' any safeguarding incidents in a timely and detailed manner. - Place player safety and welfare as a top priority at all times. - Ensure all technical equipment is safe & stored securely.

Qualities & Requirements

2.1 Qualifications

- Level 3 framework: UEFA B, FA Youth Award (essential).
- Level 4 framework: UEFA A, FA Advanced Youth Award (desirable).
- FA Emergency Aid (EFAiF).
- Safeguarding upkeep CPD (internal & external).
- FA Talent ID qualifications (desirable).
- Sport Science / S&C qualifications (desirable).

- Undergraduate / post graduate qualification (desirable).
- Teaching qualification (desirable).

2.2 Qualities

- Capable planner (essential).
- Effective communicator & relationship builder (essential).
- Capable of working collaboratively with players, staff & others (essential).
- Personable, approachable & friendly manner (essential).
- Committed learner & willing educator (essential).
- Willingness and enthusiasm to cooperate & take responsibility when necessary (essential).

2.3 Experience

- Professional Game playing background (desirable).
- Coaching young & youth team age players in a professional Club/Academy (essential).
- Sports Science (athletic, strength & conditioning) background (desirable).

2.4 Other

- High degree of personal drive & motivation (essential).
- Current full & clean driving licence
- Disclosure & Barring Service (DBS) enhanced certification (essential).
- Upkeep & update all professional & industry qualifications through related external CPD (essential).

Key Performance Indicators (KPI's)

- Demonstrate and articulate the Club and Academy playing philosophy and style to PGAAC and other external stakeholders.
- 95% attendance to scheduled commitments.
- Deliver sessions in accordance with Exeter City FC Excellent Coaching Framework and ECFC syllabus.
- Develop and maintain appropriate relationships with players, parents & staff.
- Attend all relevant CPD and in-house training events.
- Maintain personal professional qualifications to ongoing required standards.

Skills & Attributes (competency framework)

Competency Descriptor	Expected Level
COMMUNICATION Effectively communicate, actively listen, gain & provide co-operation & information. Understand what each individual player wants / needs. [*NOTE: Oral & written communication is covered by the competency].	3
WORKING WITH PEOPLE Build effective rapport & relationships with colleagues in order to achieve organisational & individual goals. Liaise with: Senior PDP Staff: To understand 1st Team requirements for the next step. U18's Lead Coach: To collaborate on maximising individuals within the group setting and negotiate opportunities for individual focus activities within the group. YDP Staff: To collaborate on maximising individuals within the group setting and negotiate opportunities for individual focus activities within the group.	4
TEAMWORKING Work in collaboration with colleagues & partners to provide a service that exceeds expectations. Respect & support differences in skills, background & beliefs of colleagues, players & all other stakeholders. Listen, learn, understand, collaborate, align, support & create the environment.	4
PROBLEM SOLVING AND ANALYSIS Use analytical skills to interpret, evaluate & understand a problem, using balanced	2

judgement to implement or suggest solutions. Use all development opportunities available: Find solutions where others see barriers.	
RESPONSIBILITY & OWNERSHIP Take personal responsibility & ownership to exceed expectations. Contribute ideas & seek to resolve problems that improve the quality of service. Give players and other staff the opportunity to have responsibility & ownership.	2
DECISION MAKING Make timely decisions, sometimes with incomplete information, under tight deadlines & pressure; thinking on your feet; initiating relevant action where appropriate.	2
CREATING, INNOVATING & ADAPTABILITY Always come back to what are the most important things for the most important players: Alignment rather than personal preferences. Resolve issues & identify opportunities to improve the quality of service or efficiency of operations. Seek out & contribute fresh & innovative solutions & ideas that improve delivery of the organisations goals; seeking ways to engage with others.	2
PLANNING, ORGANISING & OBJECTIVITY Accurately determine the length & difficulty of tasks & projects, setting clear & measurable goals including contingencies, whilst ensuring effective & efficient use of resources.	3
DRIVE AND COMMITMENT Possess & demonstrate motivation & passion whilst actively engaging in the Organisations' mission of 'continual improvement & progression in all areas'	4
COMMERCIAL ACUMEN Understand key business drivers for performance & use of sound business practices, applying sound commercial principles in all areas of responsibility.	2
PERSUASION AND INFLUENCE Gain agreement & commitment from others by persuading, convincing & negotiating.	2
LEAD AND SUPERVISE Work in collaboration with colleagues to provide an excellent service, whilst respecting & supporting differences in skills, background & beliefs of all stakeholders.	2

Interpretation of Competency Framework 'Scoring' system

Level	Definition
1 - Factual knowledge	Describing role & responsibilities
2 - Understanding	Remembering & explaining ideas/concepts
3 - Conceptual knowledge	Applying & using new ideas
4 - Procedural knowledge	Analysing & differentiating
5 – Metacognitive knowledge	Evaluating, creating & maximising

Safeguarding Statement

Exeter City Football Club seeks to ensure the safeguarding, well-being and safety of all children, young people and adults at risk who engage in its activities and expect 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.