



Job Description and Person Specification

Job Title	FT Youth Mentor/Coach
Responsible to	Head of Academy Player Care
Behaviours that Build Relationships with	<p>Internal: Academy Manager, Head of Academy Coaching, Head of Academy Education, Lead Phase Coaches, Heads of MDT, PT Coaches, Academy DSO.</p> <p>External: LFE Regional Officer, LFE National Vocational Manager, LFE Internal Verifier, Police Liaison officer, LADO.</p>
Salary	FT £TBC dependent on qualifications and experience
Job Description	
Location	The Betwright Stadium, Leyton Orient Training Ground, Various other sites as required.
Working pattern and Work base	<p>Full Time 37.5 hours PW evening and weekend work will be required to suit the demands of the role.</p> <p>There will be a need to work across various Academy training and match venues.</p>
Travel	Occasional travel other than to the Betwright Stadium may be required to support individuals.
Objective of the role	Provide vital support to children and young people in need. Play a pivotal role in ensuring the physical, emotional, and social well-being of the individuals under our care. Primary responsibilities will include offering tuition, guidance, encouragement, and practical assistance to empower young people to achieve their full potential
Key Tasks leading to a holistic development experience	<ul style="list-style-type: none"> • Build and maintain positive relationships: Develop strong rapport with children and young people, establishing a foundation of trust and support. • Emotional support: Provide empathetic listening, emotional guidance, and reassurance to children and young people experiencing difficulties, ensuring their emotional well-being. • Collaborate with professionals: Liaise and collaborate with social workers, teachers, therapists, and other professionals involved in the care of the children and young people. • Record keeping: Maintain accurate and up-to-date records of observations, incidents, and progress, ensuring confidentiality and adherence to legal requirements. • Crisis management: Respond promptly and appropriately to crisis situations, including challenging behaviour, ensuring the safety of all individuals involved.

	<ul style="list-style-type: none"> • Encourage independence: Promote the development of independent living skills, empowering young people to become self-reliant and confident in their abilities. • Maintain a safe environment: Ensure the physical and emotional safety of children and young people by implementing appropriate safety measures and reporting any concerns. • Football Coaching duties as required to support individual players.
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Person Specification (Essential and Desirable)			
		Essential	Desirable
1	A professional football playing background		✓
2	Relevant certifications in education, child and youth care, social work, counselling, or related fields		✓
3	UEFA C Coaching qualification		✓
4	DBS check	✓	
Skills, Knowledge & Experience			
5	Previous experience working with children and young people in a school, residential, foster care, or agency setting is preferred.		✓
6	Demonstrate a genuine passion for working with children and young people, along with the ability to remain patient and calm in challenging situations.	✓	
7	Excellent verbal and written communication skills to interact effectively with children, young people, their families, and professionals.	✓	
8	Ability to work collaboratively as part of a team, respecting diverse perspectives and contributing to a positive work environment.	✓	
9	Strong organisational skills to manage multiple tasks, maintain accurate records, and prioritise responsibilities effectively.	✓	
10	IT skills to include the ability to use EMS 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	Displays a high level of discretion	✓	
16	Personable with an ability to build individual relationships	✓	
17	Hardworking and enthusiastic	✓	
18	Ability to adapt to changing circumstances	✓	
19	Loyal and committed	✓	

Safeguarding	<ul style="list-style-type: none"> To have due regard for safeguarding and promoting the welfare of children, coaches and young people and to follow the child protection procedures adopted by the FA and the club.
General Information	<p>The employee must at all time carry out their duties with due regard to the Leyton Orient Football Club policies and procedures. The employee must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relationships between all internal and external stakeholders.</p>
Equal opportunities and B.A.M.E Coaches	<p>Leyton Orient Football Club is committed to the principle of equal opportunity in employment and its employment policies for recruitment, selection, training, development and promotion are designed to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage or civil partnership, pregnancy or maternity.</p>