



Preston North End Football Club  
Springfields Academy Complex  
Springfields Training Ground  
Dodney Drive  
Preston  
PR2 1XR  
**and**  
UCLan Sports Arena  
Tom Benson Way,  
Cottam,  
Preston,  
PR2 1SG

## Job Specification

<b>JOB INFORMATION</b>	
<b>AVAILABLE POSITION</b>	<b>Part Time Academy Coach</b>
<b>WHO WE ARE</b>	
<p>Preston North End Football Club is a professional football club in Preston, Lancashire, whose first team currently play in the English Football League Championship. Preston North End's stadium is situated in the heart of Preston, within the ward of 'Deepdale'. The club operates over five sites to incorporate the first team, the academy, the Preston North End Community and Education Trust (PNECET), the administration team and the stadium. The majority of the sites are in Preston, and one is in Euxton, Chorley. Preston North End FC was officially formed in 1880 and was a founder member of the Football League in 1888. Our aspirations are to achieve promotion and play in the Premier League and we want you to help us get there.</p> <p>You will be based across two sites of the Academy at: Springfields Training Ground, Dodney Drive, Preston, PR2 1XR and at UCLan Sports Arena, Tom Benson Way, Cottam, Preston, PR2 1SG. The role will require you to travel to various other locations nationwide in line with the needs of the business.</p>	
<b>JOB SUMMARY</b>	
<b>DEPARTMENT &amp; TEAM</b>	Preston North End FC – Academy Team

<b>PAY/REMUNERATION</b>	£13.00 per hour
<b>CLOSING DATE</b>	Monday 19 <sup>th</sup> January 2026
<b>SHORTLISTING &amp; INVITATIONS SENT FOR INTERVIEW</b>	Tuesday 20 <sup>th</sup> January 2026
<b>FIRST INTERVIEW (ONLINE)</b>	Friday 23 <sup>rd</sup> January 2026
<b>SECOND INTERVIEW (IN- PERSON PRACTICAL SESSION)</b>	Week commencing 2 <sup>nd</sup> February 2026
<b>LOCATION</b>	Training sessions will take place at the Academy training complex at Springfields Training Ground, Lea, Preston, and at UCLan Sports Arena, Cottam. You will also be required to travel to various locations nationwide as part of your matchday duties.
<b>WORKING HOURS</b>	Coaching sessions will take place on a Tuesday and a Friday evening, match days will take place on a Sunday. Your hours of work will be determined by the needs of the role but can be up to 10 hours a week during the season. You may from time to time be required to work such additional hours as is reasonable to meet the requirements of the Club's business.
<b>WHAT YOU CAN EXPECT IN RETURN</b>	
<ul style="list-style-type: none"> <li>• Further training and development opportunities.</li> <li>• Complimentary PNE season ticket(s) for each League fixture</li> <li>• Access to staff discounts.</li> <li>• Onsite parking.</li> <li>• Appropriate training for the role.</li> <li>• A club uniform.</li> </ul> <p>You will also benefit from working with an outstanding team of accomplished professionals across a range of diverse, exciting, and varied departments.</p> <p>Find out more by visiting our website: <a href="http://www.pne.com">www.pne.com</a>.</p>	
<b>JOB REFERENCE</b>	PNE - 1234

<b>POSITION IN THE ORGANISATION</b>	
Specify who the job holder reports to	Age group development phase leads, the head of coaching and ultimately the Academy Manager.

Specify who reports to the job holder	N/A
Specify who the job holder interacts with while carrying out the role	Academy staff team, academy players, parents and employees across the Club.
<b>ROLE AND RESPONSIBILITIES</b>	
<p>It is vital that the role of an Academy Coach includes a number of key areas and stipulations, these are set out below.</p> <ol style="list-style-type: none"> <li>1. Coaches should be flexible in their programme as the need to take different age groups may be encountered. Coaches should recognise they are supporting the development of all players, and not players within a particular age group.</li> <li>2. To have a good understanding of the coaching curriculum, the session plan (which will be on Football Intelligence Platform (FIPP) and the player's individual Learning Plans to support high quality learning.</li> <li>3. Coaches should ensure all FIPP duties are done so, with thought and uploaded prior to the deadline (i.e. each week's FIPP should be complete before the first session the following week).</li> <li>4. It is an expectation that all staff are committed to safeguarding the welfare of children and young people, all staff are expected to endorse this commitment and follow the safeguarding procedures set out.</li> <li>5. Coaches shall, if unable to attend training or fixtures, notify the Lead Phase Coach or other appointed person as soon as possible so that alternative coaching arrangements can be made. Academy duties should not be missed for alternative paid commitment elsewhere.</li> <li>6. Injured players should be sent for treatment to the Chartered Physiotherapy staff on duty.</li> <li>7. No player shall be registered or released without prior consent from the Head of Coaching and Lead Phase Coach. Any release will be done by authorisation of the Head of Coaching and Lead Phase Coach only and should be done with the player representative and at least one other person from Preston North End FC Academy.</li> <li>8. Coaches should liaise with relevant scouts after the release of signing of a player, this will then give valuable information so that the correct standard of players is then brought into Preston North End FC Academy.</li> <li>9. Coaches should attend all Preston North End in service training as part of their continuous development.</li> <li>10. Coaches should be willing to take on additional roles if asked to do so by the Academy manager, Head of Coaching, Lead Phase Coach or another appointed person.</li> <li>11. Coaches must ensure that their qualifications and CPD are kept up to date and are in line with Elite Player Performance Plan rules (EPPP).</li> </ol> <p>To, at all times, represent Preston North End Football Club in a professional manner regarding appearance, presentation, personal hygiene, attitude, conduct and professionalism. To be able to, with notice, work additional hours and flexible hours where the needs of the business requires.</p>	

## ESSENTIAL QUALIFICATIONS, SKILLS AND EXPERIENCE

1. Must be in possession of a UEFA B Licence award and FA Youth Awards, Levels 1,2 & 3.
2. Must be able to exhibit sufficient experience within a youth environment and within a professional football club that encompasses knowledge from a playing, coaching and management.
3. Must be able to present both written and verbal reports from coaching sessions and match events.
4. Must hold an up-to-date Emergency First Aid certificate in football, Level 2 (EFAiF)
5. Willing to work towards the FA Advanced Youth Award with the age-specific specialist element relevant to the development phase youth coach. (Or willing to complete this qualification when appropriate as agreed with the Academy Manager).
6. You are required to undertake necessary and regular safeguarding training.
7. Excellent communication skills and have the ability to build good relationships at all levels, internally and externally.
8. Must be presentable and reliable.
9. Must hold a UK driving licence. (This is required as you will be required to travel frequently as part of your role).

## DESIRABLE QUALIFICATIONS, SKILLS AND EXPERIENCE

1. A professional playing background is desirable

The above job description is not intended to be exhaustive; the duties and responsibilities may therefore vary over time according to the changing needs of Preston North End FC.

### **Equity, Diversity, and Inclusion Statement**

Deepdale, the home of Preston North End Football Club, is one of the most iconic buildings in the City of Preston and it can accommodate over 20,000 people.

The influence a football club can have on its local community cannot be underestimated, the potential footfall within our stadium and associated premises offers opportunities to positively increase connections with our fan base and wider communities. Equity, Diversity, and Inclusion are held at the core of all of our operations. Whether you are a player, official, employee, volunteer, spectator or visitor, Preston North End Football Club welcomes people from all backgrounds and is committed to the prevention and eradication of all forms of discrimination.

#ONENORTHEND

The club's ED&I committee are working towards making Preston North End Football Club as accessible as possible for all, removing barriers and providing opportunities to engage with diverse communities through our #OneNorthEnd campaign. Preston North End Football Club has a zero-tolerance approach to any form of hateful or discriminatory behaviour and encourages anyone who witnesses such behaviour to report this to the club using one of the appropriate methods as detailed on: [Equity & Diversity - Preston North End FC](#)

We all have a shared interest and passion in seeing the success of Preston North End Football Club.

Football is for everyone and should be enjoyed by all who wish to take part in it.

### **Safer Recruitment**

All staff, volunteers, and partners whose role involves working with children, young people and vulnerable adults are required to undertake DBS vetting at an enhanced level. All offers of employment on these identified roles are subject to a satisfactory outcome of the DBS process. All employees or volunteers will be required to complete an EFL self-declaration form.

You will be required to provide details of referees for the previous five years working history or education. Any gaps in work history must be accounted for.

### **Safeguarding Statement**

Preston North End Football Club and Preston North End Community and Education Trust are committed to safeguarding the welfare of children, young people and adults at risk and expects all staff and volunteers to endorse the commitment.

Everyone has a role to play in safeguarding and we strive to ensure that staff and volunteers are well informed and know how to recognise abuse, and what to do if they have a concern. The successful applicant will be expected to undertake mandatory safeguarding training.

### **Health & Safety**

You are reminded that you have a statutory duty to observe all Health & Safety rules and take reasonable care to promote the Health & Safety at work of yourself and fellow employees.