



## Professional Development Phase Assistant Coach

### Job Description

<b>Job Title</b>	<b>Professional Development Phase Assistant Coach</b>
<b>Department</b>	Academy
<b>Reports To</b>	Academy Manager, Head of Coaching, PDP Lead
<b>Direct Reports</b>	None
<b>Key Contacts</b>	Academy Manager, Academy Head of Coaching, Academy Operations Manager, Designated Safeguarding Officer, Player Care Officer, Academy Phase Leads, Academy Coaching Staff, Head of Performance, Head of Medical, Head of Analysis, Head of Academy Goalkeeping, Head of Academy Recruitment, Academy Players, and Parents.
<b>Budgetary Responsibilities</b>	None
<b>Location</b>	USW Sports Park, Treforest, Pontypridd, CF37 5UP / National Velodrome of Wales, Newport, NP19 4RB
<b>Hours</b>	37.5 Hours per week
<b>Job Purpose</b>	A fantastic opportunity has arisen to join the Newport County AFC Academy Coaching Department. The Academy is seeking to recruit a full-time Professional Development Phase Coach to follow the existing coaching syllabus within the Academy phase. The successful candidate will play a pivotal role in developing players in line with Newport County AFC's training/games programme and will be provided support in their professional development by the Phase Leads and Head of Coaching.
<b>Remuneration</b>	Dependant on qualifications and experience

### Role Responsibilities & Key Duties

<b>1</b>	To adhere the Newport County AFC values and ensure that all players show respect in a high engaging learning and safe environment
<b>2</b>	To plan, deliver, and evaluate coaching sessions in line with the academy's syllabus and the academy's coaching framework
<b>3</b>	To record session plans and submit attendance accordingly for every session delivered within the U9-U18 Academy Programme via the Kitman Labs system
<b>4</b>	Follow all Club Policies, such as Equality & Diversity, Health & Safety and Safeguarding
<b>5</b>	To adhere to the Coaches Code of Conduct
<b>6</b>	To take responsibility for the care and maintenance of all age group training equipment
<b>7</b>	To contribute to the recruitment & trial process of the programme if/when required
<b>8</b>	To submit all IDP/Performance reviews every 6/12 weeks according to role

<b>9</b>	To provide relevant feedback to line management as required
<b>10</b>	To complete any other duties as deemed reasonable by the Academy Manager/Phase Lead
<b>11</b>	Oversee the creation and delivery of the Physical development programme
<b>12</b>	Actively manage the transition of players between different phases
<b>13</b>	Assist the transition of players between the 1st Team and Academy
<b>14</b>	Take a lead on the on-day match-day administration for the U18 squad
<b>15</b>	Take a lead on the creation and coordination of the additional games programme
<b>16</b>	Work with multidisciplinary team with next step strategies and exit strategies
<b>17</b>	To attend Saturday or Sunday fixtures/Academy meetings where applicable
<b>18</b>	To undertake appropriate CPD in line with EFL rules and regulations
<b>19</b>	To complete any other duties as deemed reasonable by the Academy Manager/Phase Lead

<b>Qualifications</b>		<b>Essential</b>	<b>Desirable</b>
<b>1</b>	UEFA B License outfield award	✓	
<b>2</b>	UEFA A License outfield award	✓	
<b>3</b>	FA Youth Module 3 (Assessed)	✓	
<b>4</b>	FA Advanced Youth Award	✓	
<b>5</b>	Recognised First Aid Qualification (Emergency Aid)	✓	
<b>6</b>	EFAiF or Level 2 First Aid Equivalent	✓	
<b>7</b>	DBS check	✓	
<b>8</b>	Sport Science Degree		✓
<b>Skills, Knowledge &amp; Experience</b>			
<b>9</b>	Extensive knowledge and experience of the role and the position	✓	
<b>10</b>	Experience working across academy age groups	✓	
<b>11</b>	Experience working with young professional players	✓	
<b>12</b>	Understanding of the Elite Player Performance Plan (EPPP)	✓	
<b>13</b>	Experience of physical development & Periodisation	✓	
<b>Attitude/Behaviours</b>			
<b>14</b>	Ability to work under pressure and to tight deadlines	✓	
<b>15</b>	A genuine team player	✓	
<b>16</b>	A reliable individual	✓	
<b>Personal Qualities</b>			
<b>17</b>	Displays a high level of discretion	✓	
<b>18</b>	Personable with an ability to build individual relationships	✓	
<b>19</b>	Hardworking and enthusiastic	✓	
<b>20</b>	Empathetic to young players	✓	
<b>21</b>	Ability to adapt to changing circumstances	✓	
<b>22</b>	Loyal and committed	✓	

## **Safeguarding Statement**

Newport County AFC 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.

## **BAME Declaration**

The English Football League has introduced positive action measures aimed at tackling the under-representation of coaches and managers from Black, Asian and Minority Ethic (BAME) backgrounds. New regulations require clubs to shortlist at least one suitably qualified BAME candidate (where an application has been received) for all roles in Academy football that require a UEFA A or UEFA B Licence.

As part of the application process, you will therefore be asked to declare your ethnicity.

## **E & D Statement –**

Newport County AFC Academy is committed to providing services which embrace diversity and that promote equality of opportunity.