

**Crewe Alexandra Football Club**

**Job Description**

**Job title**: Part-Time Academy Coach

**Department**: Crewe Alexandra FC Academy

**Location**: Alexandra Park Training Ground, Wettenhall Road, Reaseheath, Nantwich, CW5 6DF

**Main Contacts**: Head of Coaching, Academy Manager and Lead Foundation Phase Coach

**Requirements**:

• UEFA B licence

* FA Youth Award

• FA Safeguarding Certificate   
• FA DBS (CRB) check  
• Able to be flexible with their working week including evenings and weekends  
• Driving licence and car

**Desirable**:

• UEFA A licence

* FA Advanced Youth Award   
  • Previous experience of working in a Professional Football Academy working with and developing Academy players across a variety of age groups  
  • Knowledge of EPPP and PMA

**Person Specific:**

* Enthusiastic
* Driven
* Motivated
* Excellent Communicator
* Willingness to improve self and others
* Able to work alone and as part of a group

**Role Responsibilities**

1. To assist with the delivery of the Academy Coaching Programme across a variety of age groups, which may include Pre-Academy, Foundation Phase and Youth Phase, as set out by the Academy Manager/Head of Coaching
2. To work 2/3 evenings and weekends
3. To provide support to Head of Phases and age group coaches with regards to PMA including weekly performance targets/reviews, 6/12 week reviews and Individual Learning plans
4. To work with an age group, assisting the Lead coach in the Academy Games Programme
5. To attend at least 5 hours of “in service” training each year provided by the FA and to maintain Emergency First Aid qualification
6. To attend “in service” training as part of their CPD as organised by the Football Club.
7. Establish a strong link between local schools, grassroots football clubs and grassroots coaches.
8. To liaise with Head of Academy recruitment regarding progress of players, including trialists
9. To ensure all Academy players are in a safe environment at all times at both training and fixtures
10. Report any grievances either personal or player based to the Welfare Officer or Academy Manager.
11. Ensure all injuries are reported to the Medical Department.

**General Information**

Crewe Alexandra Football Club are committed to our Safeguarding and Welfare policies, therefore the successful applicant will be required to undertake a Disclosure & Barring Service (formerly CRB) check and are required to declare any convictions, cautions, reprimands and final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders (Exemptions) Act 1975.

Crewe Alexandra Football Club promotes equal opportunities in employment we positively welcome

applications from all candidates regardless of age, disability, gender reassignment, marriage and civil

partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

We will screen all applicants and select candidates whose skills and experience appear to meet our needs. We will carefully consider your application during the initial screening and will contact you only if you are selected for an interview. Employment is subject to the provision of proof of eligibility to work in the UK.

Salary is dependent on experience and will be discussed with shortlisted candidates. Deadline for

applications is Thursday 19th September 2024. Applicants must complete and return via email, the attached application form. Please return to;

**Academy Manager - Aidan Callan acallan@crewealex.net** and

**Head of Academy Coaching – Matt Freeman mfreeman@crewealex.net**

Due to expected high volume of applicants, please assume that your application has been unsuccessful if you have no contact from the club 1 weeks post application deadline.

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**Application Form**

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| Please complete all sections of this application form and return to [acallan@crewealex.net](mailto:acallan@crewealex.net) on or prior to the closing date. NB: Only completed applications will be shortlisted with any incomplete applications received returned to the individual for completion. Successful applicants will be subject to the Disclosure & Barring Service (DBS) | | | | |
| **Section 1 – Personal details** | | | | |
| Title: |  | Last name: |  | |
| First Names: | |  | | |
| Address: | |  | | |
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| Postcode: | |  | | |
| Home Telephone Number: | | | |  |
| Mobile Telephone Number: | | | |  |
| E-mail address: | | | |  |
| Are you eligible to work in the UK? | | | | Yes No |
| **Section 2 – Rehabilitation of Offenders Act** | | | | |
| Have you ever been convicted of a criminal offence? | | | | Yes No |
| Have you any prosecutions pending? | | | | Yes No |
| If yes, please give details/dates of offences(s) and sentence: | | | | |



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| **Section3 – BAME Declaration** | | |
| The EFL 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: | | |
| Do you consider your ethnicity to fall within one of the following definitions?   * **Black** * **Asian** * **Other Minority Ethnic** (i.e. from any other ethnic group that is not ‘White British’). | | Yes  No |
| **Section 4 – Education and Training** | | |
| **Dates Attended** | **Name of School/Provider** | **Examinations/Training Undertaken Qualifications Obtained** |
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| **Section 5 – Employment Record** | | | | |
| Please list chronologically, starting with current or last employer: | | | | |
| **Name and Address of Employer** | **Date From:** | **Date To:** | **Job Title/Job Function/ Responsibilities:** | **Salary and Reason for Leaving** |
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| **Section 6 – Personal Statement** |
| Please tell us, in under 500 words, why you’re interested in this position and what knowledge, skills and attributes you’d bring to the job: |
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| **Section 7 – References** | | | | | |
| Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are. (NB. Both references will be contacted and asked to provide a reference in writing if you are being considered for the position.) | | | | | |
| **Reference 1** | | | **Reference 2** | | |
| Name: |  | | Name: |  | |
| Their Position  (job title): |  | | Their Position  (job title): |  | |
| Work Relationship: |  | | Their Position  (job title): |  | |
| Organisation: |  | | Organisation: |  | |
| Dates  Employed: | From: | To: | Dates  Employed: | From: | To: |
| Address: |  | | Address: |  | |
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|  | | |  | | |
| Postcode: |  | | Postcode: |  | |
| Telephone No: |  | | Telephone No: |  | |
| E-mail: |  | | E-mail: |  | |



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| **Section 8 – Declaration** | | | |
| I confirm that the information provided in this application form is truthful and accurate. I have omitted no facts that could affect my employment. I understand that any false misleading statements could place any subsequent employment in jeopardy. I understand that any employment entered into is subject to documentary evidence of my right to work in the UK and satisfactory references. I expressly consent to personal data contained within this form being recorded for the purposes of assessing suitability for the post and may form the basis of any subsequent personnel file. | | | |
| **Signed:** |  | **Date:** |  |
| Crewe Alexandra undertakes that it will treat any personal information that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998. | | | |