

BURTON ALBION FC

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JOB TITLE	Academy Age Group Coaches
LOCATION	The Pirelli Stadium, Princess Way, Burton on Trent, DE13 0AR and Academy Training Grounds
REPORTING TO	Academy Head of Coaching
DIRECT REPORTS	n/a
JOB TYPE	Casual hours to be worked on days and times as agreed noting these may be outside of normal office hours, at evenings, weekends, on bank holidays and on public holidays for match days and events plus additional hours as and when required to meet the demands of the business.

Job Summary

Responsible for coaching and developing players in a selected age group within the Burton Albion Academy; the postholder is an age specific specialist who ensures the best possible environment for young players.

- Planning and implementation of the coaching syllabus for the assigned age group within the Foundation Phase Programme.
- Lead and assist on coaching within both training and games.
- Plan, deliver and review coaching sessions as scheduled in line with the coaching curriculum.
- Ensure all planning and delivery is age specific and tailored to individual player needs.

To support other age groups and coaches across the various age programmes where required.

MAIN RESPONSIBILITIES

- Development of players within the relevant age group
- Implementation of a coaching program of the highest quality for players within the Foundation or Youth Development Phase.
- Actively engage in a fully functioning coach development action plan (DAP), coaching competency framework (CCF) and integrated appraisal process.
- Continuous monitoring of the wellbeing of Academy players liaising with the Academy/Club Safeguarding Team and Academy Head of Player Care.
- To plan, create and evaluate coaching sessions as scheduled in the weekly plan.
- To work to the Club Philosophy and Academy Performance Plan.
- Manage appropriate playing opportunities for all eligible players.

- Ensure each player within the group has an active ILP.
- Ensure the review process is operated for each player every mesocycle.
- Implementing and maintaining the Premier League's and EFL 'Elite Player Performance Plan' (EPPP) rules and regulations for the Foundation Phase.
- Monitor and record training/fixtures content, objectives, evaluations, time and attendance on the Football Intelligence Platform.
- Monitor and evaluation of all players with the age group for succession planning process.
- Oversee the trialist's providing suitable evaluation and feedback during the signing/exit policy.
- Ensure appropriate communication of future activities and/or changes (times/dates).
- Liaison with all departments to enhance a multi-disciplinary process.
- Attend all continued professional development events.
- Undertake administrative tasks related to the role as and when required.
- To take responsibility for all resources associated with training and fixtures ensuring the highest possible standards. (kit, bibs, balls, cones and all).
- Any further duties as required by the Academy Head of Coaching within a multi-disciplinary approach.

Health & Safety Responsibilities

- Take care for your own health and safety, and that of others who may be affected by your actions or omissions.
- Comply with all elements of the Club's Health & Safety Policy to help fulfil its legal obligations.

Safeguarding Responsibilities

- Adhere to all safeguarding policies and procedures as set by the Club.
- Report any safeguarding or welfare concerns immediately to the Designated Safeguarding Officer.
- This role requires an Enhanced DBS Check due to the nature of the work.

Equality, Diversity & Inclusion Responsibilities

- Demonstrate a strong commitment to equality, diversity, and inclusion, both within the Academy and in the broader context of sport.

This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation

Qualifications/Experience/Knowledge

- UEFA B Licence;
- FA Advanced Youth Award;
- EFAiF
- A current FA/FAW Safeguarding Children Workshop Certificate (or willingness to complete within 1 month of appointment)

Person Specification – Skills/Abilities

- Demonstrated experience of working within professional football at Academy level with good understanding of the Elite Player Performance Plan (EPPP).
- Outstanding communication skills with a view to being able to speak with parents, coaches, players and contacts
- Strong organisational skills and competent in administrative duties.
- Enthusiasm for the role and a proactive thinker who always looks for opportunities to improve and enhance the coaching strategy
- A dynamic, hardworking individual that is able to relate to all staff members and participants engaged in Academy activities
- Is receptive to feedback about own behaviour, strengths and areas for improvement that identifies improvement strategies relating to Academy coaching/recruitment activities
- Displays a high level of confidentiality and transparency and is able to contribute to team meetings in a professional manner
- Committed to, and an understanding of, equality and diversity in sport
- Flexible approach to meet the nature and demands of the business
- Ability to meet the travel needs of the post (which includes travel across the UK and occasionally overseas)

Code of Conduct

The Club expects the highest standards of integrity and conduct in all matters concerning the Club and its employees. The Code of Conduct (along with the Staff Handbook) makes clear the standards of conduct expected from its employees and explains the responsibilities of the Club, as the employer. All employees are expected to act wholeheartedly in the interests of the Club at all times. Any conduct detrimental to its interests or its relations with its customers, suppliers, the general public or damaging to its public image shall be considered to be a breach of Club rules and policies. Discriminatory, offensive and violent behaviour are unacceptable and any complaints or concerns will be dealt with and acted upon.

Equality Inclusion & Diversity

Burton Albion are committed to ensuring that equality, inclusion and diversity of opportunity is at the very heart of everything we do to ensure we provide fair and non-prejudicial access to the services across the Club. We uphold everyone's freedom of rights and choice to be different and aim to provide opportunities for everyone to succeed. It is the policy of the Club that no person, whether player, job applicant, employee, volunteer or customer, shall be discriminated against. The Club opposes all forms of unlawful and unfair discrimination, either direct or indirect, or harassment, on the grounds of the following 'protected characteristics': Age, Disability, Gender Reassignment, Marriage & civil Partnership, Pregnancy & Maternity, Race, Religion or Belief, Sex and Sexual Orientation. Anyone who is found to be in breach of this could receive disciplinary action, which may well include suspension and dismissal.

The Club is fully committed to the EFL Equality, Diversity & Inclusion Standards and we particularly welcome 'entry level' applications from women, individuals from Black and Minority Ethnicities, the LGBT community and anyone with a disability.

Safeguarding

Burton Albion are committed to and has both a moral and legal obligation to ensure that all children and vulnerable adults are protected and kept safe from harm whilst engaged in services organised and provided by the Club and believes that the general wellbeing, welfare and safety of all children and vulnerable adults engaged in Club activities is of the utmost importance. The Club will fulfil its responsibilities by ensuring it displays best practice in safeguarding matters – including Safer Recruitment -, carried out in a spirit of partnership and openness with the child or vulnerable adult, families and the relevant local authority.

Potential applicants are advised to check on the government website (<https://www.gov.uk/tell-employer-or-college-about-criminal-record/what-information-you-need-to-give>) whether cautions / convictions should be disclosed as part of their application.