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| Job Title | Women's First Team Technical Coach |
| Reporting to | Women’s First Team Manager  |
| Location | Hawthorns Stadium and travel as required |
| Line Management Responsibility | None |
| Main Purpose | Responsible for supporting the Head Coach Women’s First Team in achieving the team’s objectives |
| Working Hours | 18 hours per week which will include evenings, weekends and bank holidays as required and in line with business needs |

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| DUTIES & RESPONSIBILITIES |
| Your main responsibilities for this role include, but are not limited to the following: * To develop WBA Women FC footballers as individuals, and as a team, in line with club style of play and player profile systems.
* To support in all areas of the WBA women 1st Team training programme.
* To support the Head Coach and WBA FC Girls ETC Lead and senior staff to develop and embed a transparent and productive philosophy and ‘on pitch identity’.
* To support the Head Coach and WBA FC Girls ETC Lead and senior staff to create a smooth transition from WBA girl’s academy to the Women’s 1st team.
* Preparing reports were requested by Head Coach.
* To support the Head Coach in creating IDP plans for players, this may include the Analysis work.
* Be instrumental in the connectivity between WBA WFC and The Albion Foundation in operational matters such as venue, risk assessments and kit administration.
* To always acknowledge the budgetary constraints and connotations when developing programmes and initiatives within WBA. You will be expected to accept reasonable flexibility in working arrangements and the allocations of duties to reflect the changing roles and responsibilities of West Bromwich Albion FC.
* Ensure the Women Team compliments strategically and operationally West Bromwich Albion Football Club and The Albion Foundation?
* Build relationships with local Schools, Colleges and Universities. This may include attending workshops, open days, recruitment events and accompany players visits.
* Develop resources that support professional development of staff and participants where necessary.
* Developing and strengthening links with external organisations that fall within the department.
* Ensuring all activities are delivered in accordance with WBA FC and Governing Body Health & Safety Guidelines and the Welfare of all participants is paramount.
* Delivering the relevant reports and attend the relevant meetings as requested.
* You will be expected to accept reasonable flexibility in working arrangements and the allocations of duties to reflect the changing roles and responsibilities.
* To contribute positively to the Clubs vision and culture.
* To promote and adhere to the Equality, Diversity and Inclusion Policy and to work consistently to embed ED&I into everything.
* To ensure the working environment is free from harassment and discrimination and any other form of unacceptable behaviour.
* To fully participate in one-to-ones and departmental reviews and meetings.
* To fully participate in annual and mid-term appraisals.
* To understand the Club’s Safeguarding policy, procedures and best practice guidelines and use these to ensure appropriate and safe working practices applicable to the role.
* To promote and assist with Safeguarding.
* To carry out CPD and keep up to date with any training and updates relevant to the role.
* To ensure the health & safety within the Club for self and others is always adhered to.
* To carry out all responsibilities with due regard to the Club values and all policies and procedures, in particular Health & Safety, Equality and Diversity and Safeguarding.
* To fully support and participate as requested in the Clubs internal group activities for EDI, sustainability and wellbeing.
* To undertake all required training, including mandatory Club Equality and Diversity, Safeguarding and Health and Safety training.

The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned to the employee from time to time; or the scope of the job may change as necessitated by business demands. |
| PERSON SPECIFICATION |
| Essential Criteria |  |
| * FAW/ UEFA A Licence
* UEFA B Licence, Level 3 Award
* FA Youth Award, minimum level 3
* FA First Aid in Football qualification
* Knowledge and understanding of child protection issues including holding a current FA Safeguarding Children Workshop certificate
* Experience of coaching senior players
* Experience in using HUDL
* An appreciation and experience of mentoring and developing other coaches
* Must be an outstanding practitioner and have previous proven track record of working within elite coaching, the girls and women’s game
* Working across a public, private and voluntary sector in a multi-agency approach
* Activity planning and a sound knowledge of the workings of a Professional Football Club and/or grass roots within an MDT
* Highly organised and methodical approach to workload
* Confidential and diplomatic
* Excellent communication skills both written and verbally
* Full driving license
* Right to Work in the UK
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**Equality and Diversity**

West Bromwich Albion FC is an equal opportunities employer and is committed to provide equality and fairness for all employees and opposes all forms of unlawful and unfair discrimination and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status or pregnancy and maternity.

West Bromwich Albion Football Club also welcomes applications from suitably qualified members of the armed forces family.

**Applications will only be accepted when received through our online vacancy platform iRecruit:**

[**https://irecruit.efl.com/vacancies**](https://irecruit.efl.com/vacancies)

**Safer Recruitment**

West Bromwich Albion is committed to safeguarding and promoting the welfare of children, young people and adults at risk, therefore expects all staff and volunteers to share this commitment.

WBA’s Safeguarding, Equality and Whistleblowing policies can be accessed here <https://www.wba.co.uk/club/about-us/club-policies>

It is unlawful for the Club to employ anyone who is involved with regulated activity who is barred from doing so and we will carry out rigorous pre-employment checks and screening.

An Enhanced DBS, References, Qualifications, Proof of Identity and Right Work in the UK checks will be required and carried out prior to commencement in this post.

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| **Signed** | **Name** | **Date** |
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