



Part Time Coach

Role and Responsibilities

Age Group Role

1. As the Lead or Assistant Coach, manage the age group allocated in accordance with the FTFC Academy directive
2. Responsible for the health, safety and well-being of the group
3. Supervise the age group assistant (where applicable)

Operational Responsibilities

1. To comprehend the contractual requirements and periods of probation (3 months) and appraisal across phase 1 and phase 2 of each season August to May.
2. Comprehend and accept that each agreement lasts for one complete season and will only be extended to the next season following the review and appraisal with the Academy Manager
3. To be fully conversant with the Academy Performance Plan in respect to the Coaching Curriculum, Club and Academy Philosophies for both playing and coaching.
4. To contact the Lead Phase Development Coach or other appointed person as soon as possible if unable to attend with sufficient time so that alternative coaching arrangements can be made.
5. To report any concerns as far as child safety to the Academy Manager / Head of Coaching / Lead Youth Development Coach & Club Welfare Officer
6. To arrange with the Academy Physio for injured players to attend clinics or treatment
7. To be available for players and parents discussion at a time suitable for all parties.
8. To be available to complete all assessments of players and meet with players and parents during the months of November and March/April (Easter). Copies of the assessments should be given to the player and Head of Coaching / Lead Youth Development Coach (to be placed on file)
9. To provide the Academy Manager / Head of Coaching / Lead Youth Development Coach with copies of all qualifications, CRB number and up to date CV.
10. Will submit accurate end of month pay claims to the lead Phase Coach by the last Friday of each month
11. To complete any other tasks as and when required by senior Academy staff

Training Night and Coaching Curriculum Responsibilities

1. To attend as employed or provided advanced notice of non-attendance and reason to the Lead Phase Coach
2. To ensure that the practice is planned prior to the session and follows the Coaching Curriculum specifically
3. To ensure that the session is **“organised and set up”** ready for the arrival of players attending each training session at least ten minutes prior to commencement of the designated start time (where practicable and pitch availability)
4. To ensure that all equipment should be specific for the age group and be in a condition that is safe for the player's usage. i.e. Balls pumped up & clean, Bibs washed and dry etc...
5. To ensure that portable goals and any mannequins used should be secured correctly to avoid any potential accidents
6. To replace the equipment after use in a safe and secure areas in the storage facility provided by the Academy
7. To maintain a register of players attending the session, listing that attendance on the PMA

8. To ensure any injuries are dealt with on hand or for more serious injuries understand the EAP and Physiotherapy mechanism for player treatment.
9. To liaise with parents where required

Games Programme Responsibilities

1. To ensure that all pre planning is completed on the Friday night of that week to include information dissemination to all players (and parents) of the correct details of the game location (home or away) travel details and emergency contact numbers
2. To ensure all equipment is maintained in a professional manner
3. To ensure that staff and player conduct is of the highest standard home and away
4. To ensure that contact details (parents) following the academy information dissemination mechanism should players need immediate information such as game cancelation or admin changes
5. To deal with any disciplinary and other administrative requirements on away games as a representative of FTFC Academy
6. To ensure that any kit and equipment is returned for cleaning on the Monday night of that following week
7. Assistant coach is to host the away team ensuring that all admin and directive information is disseminated ensuring that at all times that the ethos of FTFC is maintained

PMA Responsibilities (Lead Coach to organise or delegate to assistant)

1. To ensure completion of all relevant paperwork regarding match reports and the grading of the young players. These should be dated and all learning objectives feedback should be linked to the session.
2. All paperwork (once complete) should be entered on the PMA where required and completed the following Monday prior to the start of that week's training cycle
3. Maintain weekly topic related targets, 6 week targets related to technical, tactical, psychological/social and physical model.
4. Input sessions on to PMA including player's attendances and logging individual time 15mins on Monday's session.

Recruitment and Release Process and Responsibilities

1. To understand the induction process for players brought in by the scouting mechanism and ensure that new players are inducted professionally in accordance with the Academy Performance Plan
2. To liaise Lead Phase Coach after the release or signing of a player and understand that No player shall be registered or released without prior consent from the Academy Manager, Head of Coaching / Lead Youth Development Phase. Any release, will be done by authorisation of Lead Youth Phase Coach and should be done with the players representative and at least one other person from FTFC Club Academy.

Parental Liaison Responsibilities

1. To liaise with parents and players to ensure correct information is shared as far as matches/training times, venues etc.
2. To provide the Lead Phase coach with all information as required for the post

CPD and Coach Competency Framework

3. To be available to attend all FTFC In-service training as part of their continuous development.



4. To ensure that all relevant FA Coach Licencing is maintained
5. To understand that the CCF will be an annual recorded and observed assessment of competency which may result in an action plan for development

Please send your CV and a cover letter providing full details of why you feel you would be suited to this role. Closing Date 25th July 2018.

Please note if successful you will be required to attend an interview with the hiring manager within 1 week of the closing date.