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| **Department** | Academy |
| **Job Title** | Lead Professional Development Phase Coach |
| **Salary** | Commensurate with skills and experience |
| **Contract type** | Permanent |
| **Hours** | 40 hours per week - the candidate will be required to have a flexible approach to working hours subject to the demands of the role |
| **Responsible for** | Professional Development Phase |
| **Responsible to** | Academy Manager & Head of Coaching |
| **Location** | Operational venues subject to the demands of the role |
| **Regular working hours** | The post holder will be expected to work regular weekends and unsocial hours as part of an irregular working pattern.  Annual leave is strictly restricted within key days. |

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| **Purpose of the role** |
| To manage the Professional Development Phase in line with the club’s Academy Philosophy and the Academy Performance Plan, and to take lead responsibility for ensuring the core KPI’s of the EPPP are effectively measured, assessed and achieved within the Phase.  To lead on delivery of the coaching programme within the Phase, oversee the holistic development of players through technical, physical, social and psychological profiling, and effectively using the Performance Clock to record all data in respect of player development.  To work closely with the Academy Manager, Lead YDP Coach and Senior PDP Coach to ensure a fluid player-centred pathway and continued appropriate individual player development plans are in place. |

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| **Key Duties and Responsibilities** |
| * Carry out duties in accordance with all relevant company policies, including, but not exclusive to, the Health and Safety at Work Act, Code of Conduct, Diversity & Equality Policy, Equal Opportunities Policy, Financial Regulations Policy & Social Media Policy * To nurture the transition of individual players from Phase to Phase and to liaise with the Manager and Senior PDP coaching staff with the aim of achieving further progression of players within the Phase * To work closely with the Head of Coaching to implement and deliver an appropriate coaching programme in line with the Academy Philosophy * To report daily to the Manager and the Academy Manager with respect to the delivery of the coaching programme and player performance in training sessions and games * To support the holistic development of every player in the Phase by profiling technical, tactical, physical, and psychological attributes and producing appropriate Action Plans and Performance Targets for every player. * To produce performance reviews in line with the requirements of the EPPP and deliver feedback to players and parents both formally in meetings, and informally as required. * To compile a formal report of conclusions and actions following performance reviews and ensure that these are recorded on the club’s Performance Management System. * To evaluate all coaching sessions and matches and ensure that the relevant information is recorded fully on the club’s Performance Management System. * Working with the Head of Coaching, ensure an active Personal Coach Development Plan is in place. * Ensure all playing time requirements are adhered to within the Phase and that the club’s Philosophy is appropriately maintained and evident throughout the games programme * Ensure the provision of the matchday games programme within the Phase meets the requirements of best practice, safeguarding and that effective medical procedures are in place * Continuously look to identify opportunities to improve operations and practises throughout the Phase over the short and long term. * To work closely with partnership organisations, to maintain good relationships and collaborative working practices * To work with colleagues throughout Lincoln City FC to extend knowledge and skills in order to identify and develop best practice * Deal with enquiries and general day-to-day liaison with customers, colleagues and partners * Carry out general office duties including data recording, filing, photocopying, sending and receiving emails * Active participation on continuing professional development and the appraisal process * To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job. * To maintain the quality of service provision, regularly evaluating work and seeking to make improvements * Present a professional image when dealing with both internal and external contacts and partners, acting in a professional manner always * To cover as and when required at other departments within Lincoln City FC * To safeguard and promote the welfare of all children, young people and adults at risk * To be vigilant and support all safety and security operations * To recognise commercial opportunities across all products within Lincoln City FC * Promote the brand identity and increase Lincoln City fanbase throughout * To support the Lincoln City FC ‘green’ energy saving strategy and meet all requirements including but not exclusive to recycling, waste reduction, energy efficiency * Act always with utmost good faith to the Club and the Company * Devote full attention and ability to fulfilment of the duties required by the role * Any other duties commensurate with the grade and falling within the scope of the post, as requested by CEO |

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| **Vision & Values** |
| Lincoln City Football Club expects all post holders work in alignment to a set of core values in line with over overall vision and ambitions. This vision is to provide a successful and sustainable football club that will form an integral part of the wider local community.  **How do we achieve our Vision?**   * By encouraging active and ongoing involvement and support from the local community * By communicating openly and regularly with all stakeholders * By maintaining a diverse shareholding with a strong board of directors * By striving to be financially self-sufficient * By developing facilities that will help the club achieve its vision and benefit the city and local communities * By partnering with local authorities for the benefit of the club and the city * By partnering with local educational facilities and businesses * By partnering with other teams, organisations and individuals that share our values * By employing progressive and innovative management and employees who embrace the vision and values of the club for its long-term benefit * By providing an attractive, stable and exciting employment option for prospective players and other employees * By providing an environment where personal development and new ideas are encouraged * By providing a safe physical environment for employees, fans and visitors * By employing strong controls and processes to protect the assets and reputation of the club * By maintaining a Youth Academy that will provide an opportunity for local elite footballers to achieve their potential and provide a resource for the first team * By regularly reviewing our processes, objectives and philosophies in a dynamic and fast changing world * By striving to be the best we can * By believing that impossible is just an opinion     **Club Values**  Our values are critical to how we achieve our successes. The values are to behave honestly and with integrity and respect in all its dealings, both internally and externally, and to value our long history and traditions and honour those that have served us in the past.  **How do we maintain our Values?**   * By working together with a common aim for the benefit of the club * By employing high levels of sportsmanship, both on and off the pitch * By acting with responsibility, accountability and professionally * By encouraging innovation and creativity * By encouraging independent thought and freedom to speak up against wrong doing * By pursuing the highest possible standards, excellence and attention to detail * By embracing diversity and different values * By providing equal opportunity |

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| **Important information** |
| The above-mentioned duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.  Applicants must hold a full driving licence with access to a suitable vehicle and have in date MOT, road tax and relevant insurance if they are intending to do business mileage for Lincoln City FC. It is the employee’s responsibility to ensure up to date documentation is provided to the Club.  Lincoln City FC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and employees to share this commitment.  This role involves work with young people and may be subject to Enhanced Criminal Records Bureau (CRB) checks. Clearance through The FA CRB system is required. As such this post is exempt for the Rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions at the time of application. |

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| **Personal Skills/Characteristics** | Essential | Desirable |
| **Experience**  Coaching football in the Youth Development or Professional Development Phase in an academy or similar elite environment  Planning a football coaching curriculum and appropriate schemes of work to meet the needs of players in an academy or similar elite environment  Strong IT skills and a strong understanding of and commitment to entering data onto the club PMA to a high standard | X  X  X |  |
| **Qualifications and training**  UEFA A Licence in Coaching Football  Educated to degree level or able to operate at graduate level  FA Advanced Youth Award (if not qualified, then a commitment to achieve the Award is required)  Fully Licensed FA Coach committed to ongoing annual CPD to maintain licence  BFAS (or FA Emergency Aid as a minimum)  CRC and FA Safeguarding Certificate  Other qualifications which are recognised as beneficial to the role:  Level 5 Pro Licence in Football / Education qualification (eg. PGCE) / Coaching or Mentoring / Coach Education / Sports Science / Degree | X  X  X  X | X  X  X |
| **Special skills and knowledge**  Knowledge of the Rules and Regulations of The FA, EFL and Premier League.    An understanding of and a commitment to equal opportunities issues both in the workplace and the wider community  Proficient in use of Microsoft Office systems e.g. Office, Excel, Access and PowerPoint | X  X  X |  |
| **Personal qualities**  Passionate about lifelong learning and staff development, with the skills and personality to effectively drive and inspire both individuals and a workforce  Committed, enthusiastic and passionate about the development of young people and to the principles of teaching and learning, and an understanding of teaching and learning styles.  Strength of mind to take ownership and autonomy of the role and its outcomes  Believes in maximising potential in every person at every opportunity in an elite environment  Has exceptionally high standards and expectations in performance for self and others  Can prioritise and work logically under pressure and can effectively meet deadlines  Analytical with strong administrative, written and reporting skills  Communicates confidently on a variety of levels, good interpersonal and listening skills, with the ability to influence and inspire behaviour  Committed to working to and promoting the philosophy of the football club and to promoting and displaying standards of excellence  Be an ambassador and positive role model for Lincoln City Football Club    Positive attitude  Excellent written and verbal/presentation communication skills | X  X  X  X  X  X  X  X  X  X  X  X |  |
| **Personal circumstances**  Ability and willingness to work outside normal hours, including evenings and weekends.  Ability to travel independently | X  X |  |
| **Physical Requirements**  No serious health problem which is likely to impact upon the job performance; (that is, one that cannot be accommodated by reasonable adjustments)  Good attendance record in current/previous employment, (not including any absences resulting from disability) | X  X |  |

*The 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. All employees may be required to undertake any other duties as may be reasonably required. Lincoln City is an equal opportunities employer.*

**How to Apply**

To apply please submit your CV and covering letter, which is to be no more than four A4 pages in size 10 font, clearly expressing how you meet the person specification and how you would be able to meet the key responsibilities of the role.

Please also provide the names of two industry referees.

**Application deadline Monday 2nd April 2018 at 5.00pm. Applications received after this time may not be considered.**

Please submit your CV to [recruitment@lincolncityfc.co.uk](mailto:recruitment@lincolncityfc.co.uk) and title your email “LEAD PDP APPLICATION”