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| **Department** | Academy |
| **Job Title** | Part-Time Academy Coach |
| **Salary** | Matchday - £40.00 per gameTraining - £30.00 per session*(Totalling and not exceeding £400 per month unless agreed by the Head of Academy)* |
| **Contract type** | Part-Time Contract  |
| **Hours** | Matchdays:Most Sundays with potentially some Saturday fixtures and mid-week fixturesTraining:The Academy programme operates two evenings per week plus administration and CPD |
| **Responsible for** | N/A |
| **Responsible to** | Assistant Academy Manager/Head of Coaching & Lead Phase Coach |
| **Location** | Riseholme College Showground Campus and other 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. |

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| **Purpose of the role** |
| A high performing, sustainable and productive Academy is one of Lincoln City’s primary strategic objectives.Aspiring to delivering elite standards in coaching, teaching and lifelong learning, and being leaders, winners and achievers by being the best version of ourselves every day, are values central to the Academy mission and vision.This role is primarily responsible for delivery of the academy coaching programme and for the holistic development of individual players within Lincoln City Football Club’s youth academy. |

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| **Key Duties and Responsibilities** |
| * Effectively plan, deliver and evaluate coaching sessions in line with the club’s philosophy and coaching syllabus and complete all relevant information on the club PMA (online platform)
* Produce and deliver regular player progress reviews, and implement Individual Learning Plans
* Ensure the provision of the matchday games programme within the Phase meets the requirements of best practice
* Attend all in-service CPD events as directed, and actively participate in continuing professional development and the appraisal process.
* Responsible for maintaining licence requirements as outlined by the FA and EPPP.
* Be an ambassador for the football club and share in its vision and values
* To safeguard and promote the welfare of all children, young people and adults at risk
* 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
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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.**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. |

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| **Important information** |
| 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 an academy or similar elite environmentCoaching football or other sport(s) in an education environmentPlanning a football coaching curriculum and appropriate schemes of work to meet the needs of players in an academy or similar elite environmentCompetent IT skills and commitment to entering data onto the club PMA to a high standard | XX | XX |
| **Qualifications and training**UEFA B LicenceFA Advanced Youth AwardFA Youth AwardFully Licensed FA Coach committed to ongoing annual CPD to maintain licenceBFAS (or FA Emergency Aid as a minimum)CRC and FA Safeguarding CertificateOther qualifications which are recognised as beneficial to the role:Education qualification (eg. PGCE) / Coaching or Mentoring / Coach Education / Sports Science / Multi-Sports Qualifications / Futsal | XXXXX | XX |
| **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 communityProficient in use of Microsoft Office systems e.g. Office, Excel, Access and PowerPoint | XX | X |
| **Personal qualities**Passionate about lifelong learning and staff development, with the skills and personality to effectively drive and inspire both individuals and a workforceBelieves in maximising potential in every person at every opportunity in an elite environmentHas exceptionally high standards and expectations in performance for self and othersCommitted to working to and promoting the philosophy of the football club and to promoting and displaying standards of excellenceBe an ambassador and positive role model for Lincoln City Football Club | XXXXX |  |
| **Personal circumstances**Ability and willingness to work outside normal hours, including evenings and weekends.Ability to travel independently | XX |  |
| **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) | 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.*

***This Job Description has been revised as from 1 January 2023, to fit around new academy schedules.***

**Signed by Employee Date**



**Signed by Club Official Date**