



### **Cheltenham Town FC Academy Job Advert**

We are seeking an innovative, forward thinking and hardworking coach. Who can create a positive learning environment to join our workforce and to help develop our academy Goalkeepers.

See the attached job description and person specification.

If you meet the qualification criteria and feel you have the relevant experience and evidence to meet the job description and person specification, please apply by email with a CV and a covering letter.

Cheltenham FC values diversity and difference. We welcome applicants from all sections of the community, therefore all applicants will be asked to complete a diversity monitoring form so that we can monitor whether we are attracting interest from a diverse range of candidates. It will not affect your application in any way.

Closing date for applications: 18<sup>th</sup> August 2019.

Job Nyakudya  
Academy Administrator  
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***We are committed to safeguarding and promoting the welfare of children and expect all our staff to share this commitment. This post will be subject to an enhanced DBS check.***

# Cheltenham Town Football Club Academy



## Job Description and Person Specification

<b>Job Title</b>	<b>Head of Academy Goalkeeping</b>
<b>Responsible to</b>	Academy Manager
<b>Build Relationships with</b>	<p>Internal: Academy Manager, lead Phase Coaches, Coaches (Part Time), Heads of department, First Team staff and Players.</p> <p>External: Premier League clubs &amp; Football League clubs, FA, Universities/colleges, FAYCD, and PFA.</p>
<b>Salary</b>	Competitive and based on knowledge and experience

<b>Job Description</b>	
<b>Location</b>	Cheltenham Town FC Training Ground, Cheltenham, GL51 9RX
<b>Working Pattern and Work base</b>	<p>Part time</p> <ul style="list-style-type: none"> <li>• Flexible working arrangements/hours</li> <li>• Required to work outside of normal office hours, at evenings and weekends, on bank holidays and public holidays.</li> <li>• Required to work across different bases</li> </ul>
<b>Travel</b>	Regular travel to fixtures, meetings and other events in connection with performance of the duties detailed below.
<b>Overall purpose of the job</b>	<p>Support the Lead Phase Coaches with football and holistic development of the Goalkeepers within the academy.</p> <p>Responsible for the planning and implementation of individual learning plans in line with club coaching and playing philosophy for Goalkeepers.</p>
<b>Key Tasks &amp; Responsibilities</b>	<p>Personal growth:</p> <ul style="list-style-type: none"> <li>• Undertake self-development to ensure knowledge in relation to all aspect of coaching and coach development is up-to-date and forward thinking</li> <li>• Build relationships throughout the Academy and broader</li> </ul> <p>Coaching Curriculum, Playing and Coaching Philosophy</p> <ul style="list-style-type: none"> <li>• Deliver the Academy's GK Coaching Curriculum and ensure it is consistently delivered in line with the Academy's (and/or Club's) Playing Philosophy and Coaching Philosophy.</li> <li>• Have an input into coaches matchday/individual objectives on a match basis.</li> <li>• Adhere to matchday protocol.</li> <li>• Ensure the minimum player to coach ratio for all sessions and matches are met 10:1 ratio.</li> </ul>

	<p>Games Programme</p> <ul style="list-style-type: none"> <li>• Attend academy games and deliver GK warm ups and provide match day input for GKs.</li> </ul> <p>Performance Analysis</p> <ul style="list-style-type: none"> <li>• Ensure performance analysis sessions are taking place once a week U13-U18 and are based on previous match or current GK curriculum theme.</li> </ul> <p>Reviews</p> <ul style="list-style-type: none"> <li>• Ensure players training and feedback are completed weekly on PMA.</li> <li>• After every 8 week block player must receive a MDT written review.</li> <li>• Attend sit down player and parent interviews and ensure academy player competencies has been completed by players and coaches.</li> <li>• Set and review GK ILPs every 6/12 weeks dependent on phase</li> <li>• End of season multidisciplinary report provided to all players by the end of the season.</li> </ul> <p>Talent ID</p> <ul style="list-style-type: none"> <li>• Meet with HOR and AM to discuss decision on signing GK trialist and implement decision made in line with protocol.</li> </ul> <p>Meetings</p> <ul style="list-style-type: none"> <li>• Attend and input into departmental multidisciplinary meetings</li> </ul> <p>Such other duties as may be appropriate to achieve the objectives of the post and to assist the Academy Manager</p>
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<b>Person Specifications (Essential)</b>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• UEFA B GK Coaching Licence</li> <li>• UEFA B Coaching Licence</li> <li>• FA Advanced Youth Award (or working towards)</li> <li>• Safeguarding and Protecting Children</li> <li>• Basic First Aid for Sport (BFAS)</li> </ul>
<b>Required Experience</b>	<p>Experience of working in at least 1 of the following roles:</p> <ul style="list-style-type: none"> <li>• A GK coaching role</li> <li>• A managerial role</li> </ul> <p>Knowledge and/or experience of at least 3 of the following:</p> <ul style="list-style-type: none"> <li>• The process of learning in young people (pedagogy)</li> <li>• Running and designing development programmes</li> <li>• Football coaching</li> <li>• Leading a team</li> <li>• Managing people</li> <li>• Sports Psychology</li> </ul> <p>ICT experience of PMA, excel, word and any other software as required to carry out the duties required for the job.</p>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Excellent communication and customer service skills</li> <li>• Have a flexible attitude to work</li> <li>• Ability to work on own initiative and as part of a team</li> <li>• Have a polite and courteous manner</li> <li>• Be organised, have good time management skills</li> <li>• The ability to meet stringent deadlines</li> <li>• Be able to adapt to different and changing situations</li> <li>• Have the drive and enthusiasm to set high standards and achieve company objectives</li> <li>• Have a personable approach</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Have a full clean driving licence</li> <li>• DBS clearance</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the FA and the club.</li> </ul>