



## CHELTENHAM TOWN FC

### **Advert**

We are seeking an experienced, hardworking individual who has a passion for developing football coaches. To join Cheltenham Town FC as Academy Head of Coaching to improve academy performance. Please 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 Town 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: 26<sup>th</sup> July 2020

Antoine Thompson  
Academy Manager  
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***We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. 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>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 &amp; Football League, FA, Universities/colleges, FAYCD, and PFA.</p>
<b>Salary</b>	£25k per annum
<b>Job Description</b>	
<b>Location</b>	Cheltenham Town FC Training Ground, Cheltenham, GL51 9RX
<b>Working pattern and Work base</b>	<p>Full time (35 hours)</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 sites.</li> </ul>
<b>Travel</b>	Regular travel to fixtures, meetings and other events in connection with performance of the duties.
<b>Overall purpose of the job</b>	<p>To establish a sustainable system and approach to coach development within the Academy in line with the club's philosophy, culture and values.</p> <p>To develop coaches so that they improve and perform to the best of their potential and subsequently maximising the potential of the players that they work with.</p>
<b>Key Tasks &amp; Responsibilities</b>	<p><b>Personal Development</b></p> <ul style="list-style-type: none"> <li>• Undertake self-development to ensure knowledge in relation to all aspects of coaching and coach development is up-to-date and forward thinking:</li> <li>• Coach occasionally to maintain 'hands on' competence.</li> <li>• Provide occasional cover for absent coaches.</li> </ul> <p><b>Coach Requirements</b></p> <ul style="list-style-type: none"> <li>• Training &amp; development of coaches using a broad range of techniques e.g. demonstrations, feedback and mentoring.</li> <li>• Ensure coaches have a clear understanding and acceptance of their development needs: <ul style="list-style-type: none"> <li>- Provide a clear, up-to-date Training Needs Analysis (TNA) of every individual coach's current and required level of performance.</li> <li>- Observe coach performance and provide feedback to aid development.</li> </ul> </li> </ul>

**Coach Competency Framework (CCF)**

Implement our Coach Competency Framework (CCF) to monitor and evaluate coaches in order to develop DAPs and group coach development opportunities.

**Development Action Plan (DAP)**

Ensure every coach has a personalised Development Action Plan (DAP) that is tailored to meet their needs and which they buy-in to as a 'living' document:

- Working with coaches to develop their abilities and potential.
- Provide 1:1 coaching to coaches to develop the coach's skill.
- Record training sessions and provide footage for coaches to evaluate.

**Development Programmes/CPD events**

Design and deliver development interventions based on the Academy Performance Plan (APP) and common aspects identified in the coaches DAPs:

- Design and deliver programmes of suitable development and CPD events
- Ensure the qualification status of the Clubs coaching workforce is assessed and ensure all coaches hold required qualifications for their role and age group and have a CPD plan to ensure licencing is up-to-date

**Multidisciplinary Team (MDT)**

Ensure coaches working effectively as part of a multidisciplinary team (MDT):

- Ensure coaches understand how to work effectively in a MDT and can identify and believe in the benefits of doing so.
- Build relationships and utilise expertise of MDT.

**Coaching Curriculum, Playing and Coaching Philosophy**

Ensure the Academy's Coaching Curriculum is consistently delivered in line with the Academy's (and/or Club's) Playing Philosophy and Coaching Philosophy:

- Monitor coaches' session plans and evaluations up to standard and upload onto PMA.
- Monitor and check coaches game planning (matchday/individual objectives) are up to standard and evaluations.
- Monitor and check the standard of coaches feedback to players on a weekly basis on PMA.
- Contribute to the development of an autonomous learning environment where people take responsibility for their own development, feel able to learn from their mistakes and have opportunity to experiment outside of their comfort zone.

Such other duties as may be appropriate to achieve the objectives of the post and to assist the Academy Manager.

<b>Person Specification (Essential)</b>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• UEFA A Coaching Licence</li> <li>• FA Advanced Youth Award</li> <li>• Degree or Masters in Sports Coaching</li> <li>• Coach Education Qualification (Desirable)</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 3 of the following roles:</p> <ul style="list-style-type: none"> <li>• A football coaching role</li> <li>• A mentoring role</li> <li>• A coach development role</li> <li>• A teaching 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 coaches (andragogy)</li> <li>• The process of learning in young people (pedagogy)</li> <li>• Running and designing development programmes</li> <li>• Football (coached or played at a high level)</li> <li>• Leading a team</li> <li>• Managing people</li> <li>• Sport Psychology</li> </ul> <p>Have ICT experience of PMA, excel, word and any other software as required in order 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 and 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>