



CHELTENHAM TOWN FC

Advert

We are seeking an innovative, forward thinking and hardworking individual to join Cheltenham Town FC as Youth Development Phase Lead Coach to improve our 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 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: 7th June 2017

Antoine Thompson
Academy Manager
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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

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

Job Description	
Location	Cheltenham Town FC Training Ground, Cheltenham, GL51 9RX
Working Pattern and Work base	<p>Full time (40 hours) per week (Monday to Sunday)</p> <ul style="list-style-type: none"> • Flexible working arrangements/hours • Required to work outside of normal office hours, at evenings and weekends, on bank holidays and public holidays. • Required to work across different bases
Travel	Regular travel to fixtures, meetings and other events in connection with performance of the duties detailed below.
Overall purpose of the job	<p>To enhance the technical and tactical advancement (individual and team) of the Under-13s to Under-16s in conjunction with the relative age group coaches.</p> <p>Ensure coaches/players are playing in the academy way and are following the academy philosophy and values.</p>
Key Tasks & Responsibilities	<p>Personal Development Undertake self-development to ensure knowledge in relation to all aspect of your role is up-to-date and forward thinking:</p> <ul style="list-style-type: none"> • Coach occasionally to maintain 'hands on' competence • Assist with PDP ILP training sessions • Assist with Development Squad training sessions • Provide occasional cover for absent coaches <p>Coaching Curriculum, Playing and Coaching Philosophy Ensure the academy's coaching curriculum is consistently delivered in line with the academy's playing philosophy and coaching philosophy:</p> <ul style="list-style-type: none"> • Ensure coaches are producing matchday/individual objectives on a match basis • Make sure coaches are adhering to matchday protocol • Ensure the minimum player to coach ratio for all sessions and matches is met at a 10:1 ratio

Games Programme

- All signed players to participate in 50% on average of playing time over the season
- Each registered outfield player to participate in at least 20 games U13-U15 & 15 games U16 per season
- To provide or participate in a minimum of 3 festivals throughout the season
- To provide tournament football once per season

Psychological programme

- Deliver workshops to players on the 5Cs in line with the psychological programme and adapt match day objectives to suit
- Attend, meet and communicate with lead psychologist to help with CPD in this area

Sports Science & Medicine

- Communicate with academy physio on a weekly basis on player's physical progress
- Communicate with lead strength and conditioning coach for updates on player's home conditioning programme

Performance Analysis

- Communicate with performance analysis interns to ensure matches are being recorded and that footage is being sent to players and coaches
- Communicate with performance analysis interns or opposition and ensure we receive away team footage
- Ensure performance analysis sessions are taking place once a week for the U13-U16 and that they are based on previous match(s) or current curriculum theme

Reviews

- Monitor players training and match minutes and feedback are completed weekly on PMA by coaches
- After every 8 week block player must receive a MDT written review from the age group coach
- Organise 2 sit down player and parent interviews and ensure academy player competencies has been completed by the players and their coaches
- Monitor and evaluate ILPs and set/review them every 8 weeks
- End of season Multidisciplinary report provided to all players by the end of the season

Administration

- Monitor and update player contact and emergency details on google drive for signed and trialist players
- Update players, parents and coaches on a weekly/monthly basis on the curriculum, fixtures and events
- Always be available as a contact for YDP phase players, parents and coaches

Signing players

- Contact new signing and send relevant information and arrange signing meeting
- Deliver the signing meeting presentation informing players and parents about the academy

Talent ID

- Communicate with HOR on trialist start dates
- Contact trialist parent/guardian and send the relevant documentation
- Organise trialist induction - this must be carried out before the player trains and provide trialist pack
- Edit and monitor talent ID database
- Meet with HOR and AM to discuss decision on signing trialist and implement decision made in line with protocol

Facilities

- On match day ensure the match day protocol is being adhered to by players and coaches

Meetings

- Attend and input into AMT meetings
- Organise and chair departmental multidisciplinary meetings
- Attend and input into parents and players meetings

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

Person Specifications (Essential)

Qualifications	<ul style="list-style-type: none"> • UEFA A Coaching Licence • FA Advanced Youth Award (or working towards) • Safeguarding and Protecting Children • Basic First Aid for Sport (BFAS)
Required Experience	<p>Experience of working in at least 1 of the following roles:</p> <ul style="list-style-type: none"> • A football coaching role • A mentoring/coaching role <p>Knowledge and/or experience of at least 3 of the following:</p> <ul style="list-style-type: none"> • The process of learning in young people (pedagogy) • Running and designing development programmes • Football coaching • Leading a team • Managing people • Sports Psychology <p>ICT experience of PMA, excel, word and any other software as required to carry out the duties required for the job.</p>
Personal Qualities	<ul style="list-style-type: none"> • Excellent communication and customer service skills • Have a flexible attitude to work • Ability to work on own initiative and as part of a team • Have a polite and courteous manner • Be organised, have good time management skills • The ability to meet stringent deadlines • Be able to adapt to different and changing situations • Have the drive and enthusiasm to set high standards and achieve company objectives • Have a personable approach
Other Requirements	<ul style="list-style-type: none"> • Have a full clean driving licence • DBS clearance
Safeguarding	<ul style="list-style-type: none"> • 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.