**Job Description and Person Specification**

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| **Job title** | Player Development Centre Coach |
| **Reports to** | Technical Director |

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| **Job purpose(s)** | |
| * Head Coach/Assistant Coach for the Herefordshire FA’s Player Development Centre | |
| **Direct reports** | N/A |

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| **Location** | Herefordshire Football Association, County Ground Offices, Widemarsh Common, Hereford HR4 9NA (BDC)/Hereford Academy, Marlbrook Road, Hereford, HR2 7NG (GDC). Matches will depend on opponents for away fixtures |
| **Working hours** | Variable (Boys Development Centre = 2 evening training sessions and 1 weekend match. Girls Development Centre = 1 evening training session and ad hoc matches) |
| **Contract type** | Self Employed Independent Contractor - Fixed Term 31st May 2022 |

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| **Responsibilities** |
| * The setting up, delivery, management and reviewing of football coaching for the benefit of children/young people enrolled at the Player Development Centre (‘PDC’) through delivery of coaching sessions and supporting the Technical Director (as confirmed by the HFA from time to time) to deliver coaching sessions all in accordance with the philosophy of the centre. * Where applicable, preparing for matches and providing a coaching/management function during these matches. * Effectively develop, evaluate and provide feedback to players. * Other tasks as agreed between the Parties on a case-by-case basis. * Comply with Herefordshire FA risk-assessments for events and activity for under-18s and where the Herefordshire FA directly employs or deploys under-18 referees, coaches and volunteers to ensure that appropriate safeguards are in place. * Support messaging so that under-18s in youth and open-age adult grassroots football know how to report concerns about their wellbeing. * Listen to and consult with under-18s on their experiences of grassroots football as part of the Herefordshire FA youth engagement strategy. * Provide the highest level of customer excellence to players and parents. * Contribute to ensuring that safeguarding and equality are embedded throughout the Herefordshire FA and grassroots football. * To contribute to the effective implementation of The FA’s Safeguarding Operating Standard for County FAs. * To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time. |

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| **Person specification** | |
| **Qualifications** | |
| **Essential**   * Qualified Football Coach | **Desirable**   * Level 2/UEFA B |
| **Skills** | |
| **Essential**   * Ability to plan and deliver coaching sessions in accordance with a playing philosophy * Ability to communicate effectively and in a manner appropriate to the audience. * Commitment to delivering exceptional standards of customer service. | **Desirable**   * Games programme experience |
| **Knowledge and experience** | |
| **Essential**   * Practical experience of football coaching * Experience of providing feedback on players * Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding. | **Desirable**   * Knowledge and understanding of working with volunteers. * Knowledge of the structure and partner organisations within football within the County FA locality. |
| **Enhanced DBS Check required?** | Yes |
| **Clean, full driving licence?** | Yes |

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| **The job holder will be expected to understand and work in accordance with the values and behaviours described below. The aim of the centre is to create a safe, positive, football environment for talented players and aspiring coaches from Herefordshire, with a participant centred focus. The centre is designed to not only support and develop players and coaches, but also to benefit Clubs across the County. Players will be actively encouraged to continue playing grassroots football, with the centre providing them with additional training and games.** | |
| **FA value** | **Behaviours** |
| PROGRESSIVE | **Embraces new thinking in pursuit of continuous improvement:**   * Identifies the need for, and actions change in direction, practice, policy or procedure. * Questions the way things are done and takes informed risks. * Continuously seeks to improve efficiency and performance. |
| RESPECTFUL | **Sets the standards for respectful behaviour across the game:**   * Maintains people’s self-esteem when interacting with them. * Avoids pre-judgement when listening to suggestions from others. * Seizes the opportunity to apply FA standards at all times. |
| INCLUSIVE | **Champions and ensures that football is, and will remain, a game for *everyone:***   * Openly collaborates with colleagues and partners in the game * Provides equal opportunity to people of different backgrounds, experience and perspective * Seeks out and embraces new ways of thinking and working. |
| DETERMINED | **Tenacious and accountable. Serving the whole game and doing the right thing:**   * Works relentlessly to overcome roadblocks or obstacles to achieve the goal. * Remains focused on seeing agreed goals through to completion taking pride in their work. * Maintains motivation for their team and themselves. |
| EXCELLENT | **The very best outcome achieved by sustained excellence in performance:**   * Seeks to achieve the highest levels of performance at all times. * Persistent to achieve a standard that others consider impossible. * Challenges others to go further and achieve more. |

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| **Job description reviewed and modified by:** | Dan Chance |
| **Date job description reviewed and modified:** | 14 May 2021 |
| **Job description authorisedby:** | Alan Darfi |

One copy to be retained by the job holder, one signed copy to be stored confidentially by the employer.