

# EMPLOYMENT APPLICATION PACK:

## Part-Time Academy Coach



# WHAT IS IN THIS PACK?

**1** Job Advert & Description

**2** Application Process

**3** Full Role Profile & Person Specification

**4** Supporting Information

- Hampshire FA Vision, Mission & Values

---

If you would like to discuss the role further or have any questions on the content of this pack, please contact **Joe Lea** using the details below prior to the **3<sup>rd</sup> August 2022**:

E: [joe.lea@hampshirefa.com](mailto:joe.lea@hampshirefa.com)

T: **01604 345022**



# Part-Time Academy Coach

**Salary:** £13,500 per annum (FTE £22,000) **Contract:** PT Sep 2022 - Sep 2024  
(subject to renewal)

**Hours:** 24 hours per week

Monday	Tuesday	Wednesday	Thursday
1130am-2pm	930am-3pm	900am-5pm	930am-3pm

## What is the role?

We are looking for someone to join our expanding programme and provide high-quality coaching to our 16-19 male and female students.

## What will you do?

- You will plan and deliver coaching sessions across four squads (3 x male & 1 x female)
- You will support matchdays delivery across four squads (3 x male & 1 x female)
- You will ensure safeguarding of players is considered at all times

## What do you need?

- UEFA C/FA Level 2 Football Coaching qualification or higher
- In date FA Safeguarding/Medical qualifications and DBS check
- Experience of working with and/or developing young people

## Applications by 12pm on Wednesday 12<sup>th</sup> October:

To apply, please complete the online application form, interviews will To be scheduled individually and include session delivery.

Access the form by scanning this QR code with a smartphone:



Or via :

<https://forms.office.com/r/0cHx7HAcBg>



# APPLICATION PROCESS

Please see the accompanying **advert & job description, full role profile & person specification** and **supporting information**. These should be used as a guide when completing the application form. The application form can be made available in alternative formats and should this be required please contact us to advise of your requirements.

**Please complete the application form by clicking [here](#).**

If shortlisted, you will be invited to interview for the role. The exact format of the interview will be confirmed with notice of the interview and reasonable adjustments can be made to accommodate any needs you may have.

Hampshire FA have an understanding and commitment to **equality, diversity and inclusion** and would be grateful if you could complete an optional, anonymous equality monitoring form as part of your application. By completing this questionnaire, you are helping us to plan for the future and ensure we recruit from a diverse pool of applicants that are appropriate and relevant to the community we serve.

**Please complete the equality monitoring form by clicking [here](#).**

Hampshire FA are committed to **safeguarding children and adults at risk**. Due to the nature of this role, the successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check through the FA DBS process. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

## **Key Dates:**

Application Closing date - **12pm on Wednesday 12<sup>th</sup> October 2022**

Interviews dates - **to be scheduled individually and include session delivery**



# FULL ROLE PROFILE & PERSON SPECIFICATION

Hampshire FA are an equal opportunities employer and actively encourage people from diverse backgrounds to apply for all roles.

<b>Job title</b>	Part-Time Academy Coach			
<b>Reports to</b>	Academy Head Coach			
<b>Job purpose(s)</b>	<ul style="list-style-type: none"> <li>To support and deliver coaching sessions for young adults (16-19, male and female)</li> <li>To support delivery matchdays across multiple squads (3 x male and 1 x female)</li> <li>To ensure the safeguarding of all students in both training and matchday environments</li> </ul>			
<b>Location</b>	Stoneham Lane Football Complex, Eastleigh			
<b>Working hours</b>	24 hours per week:			
	Monday 1130am-2pm	Tuesday 930am-3pm	Wednesday 900am-5pm	Thursday 930am-3pm
<b>Contract type</b>	Initial part-time contract from Sep 2022 - Sep 2024 (Further extension subject to funding renewal)			
<b>Salary</b>	£13,5000 per annum (FTE £22,000)			

## Roles & Responsibilities:

<b>Representing Hampshire FA</b>	<ul style="list-style-type: none"> <li>Actively deliver against Company Values and Behaviours and the Customer Charter</li> <li>Actively support the challenging of all forms of discrimination in football</li> <li>Ensure Stoneham Football Complex continues to be considered a top facility for football in Hampshire</li> </ul>
<b>Coaching</b>	<ul style="list-style-type: none"> <li>Design and deliver elements of a coaching syllabus to develop all players according to agreed philosophy</li> <li>Consider holistic development of all players across four corner model and linked to their studies</li> <li>Maintain coaching qualifications and associated safeguarding and medical qualifications</li> <li>Liaise with Stoneham Lane Football Complex staff to book facilities for home training</li> </ul>
<b>Matchdays</b>	<ul style="list-style-type: none"> <li>Manage matchdays as required across multiple squads (Wednesdays)</li> <li>Liaise with transport partners for transport for away matches</li> <li>Liaise with opposition coaches to organise matchday arrangements</li> </ul>
<b>Promotion and Recruitment</b>	<ul style="list-style-type: none"> <li>Liaise with Hampshire FA Marketing and Communications team to promote the programme</li> <li>Work with sponsors and partners to maintain positive relationships</li> </ul>
<b>People</b>	<ul style="list-style-type: none"> <li>Support and mentor aspiring student coaches within the programme</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>Adhere to Hampshire FA finance protocols, processing payments and invoices as required</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>Support maintenance of FA safeguarding 365 operating standards and ensure that the safeguarding of young and vulnerable people is prioritised at all times</li> <li>Carry out and maintain appropriate Risk Assessments for programme (inc. any venues used and events delivered)</li> <li>Ensure that all players and parents are aware of how/encouraged to report any safeguarding concerns they might have</li> <li>Ensure all coaches are aware of their roles and responsibilities for safeguarding players and maintain appropriate qualifications accordingly</li> <li>Log and regularly review and issues relating to the safety and welfare of participants</li> </ul>
<b>Equality, Diversity &amp; Inclusion</b>	<ul style="list-style-type: none"> <li>Support the delivery of the Equality Action Plan</li> <li>Understand and commit to equality, diversity and inclusion</li> </ul>
<b>National Game Strategy</b>	<ul style="list-style-type: none"> <li>Support the delivery of the National Game Strategy in Hampshire</li> <li>Support the Hampshire FA Coaches Community to develop grassroots coaches in Hampshire</li> </ul>



	Skills	Knowledge/Experience
<b>Essential (Required to fulfil role)</b>	<ul style="list-style-type: none"> <li>Ability to work independently and as part of a team</li> <li>Time management and prioritisation</li> </ul>	<ul style="list-style-type: none"> <li>FA Level 2/UEFA C Coaching Licence</li> <li>In date FA Safeguarding and Medical qualifications</li> <li>In date FA enhanced DBS criminal records check</li> <li>Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding</li> </ul>
<b>Non-Essential (Beneficial but can be accumulated once in the role)</b>	<ul style="list-style-type: none"> <li>IT skills, including the use of Microsoft Office applications</li> </ul>	<ul style="list-style-type: none"> <li>Experience of coaching/educating/working with 16-19 age group</li> <li>Wider Coaching Qualifications, eg. Goalkeeping, other sports, etc.</li> </ul>

#### HFA Values

#### Expected Behaviours

<b>PROGRESSIVE</b>	<ul style="list-style-type: none"> <li>Identifies the need for, and actions change in direction, practice, policy or procedure.</li> <li>Questions the way things are done and takes informed risks.</li> <li>Continuously seeks to improve efficiency and performance.</li> </ul>
<b>RESPECTFUL</b>	<ul style="list-style-type: none"> <li>Maintains people's self-esteem when interacting with them.</li> <li>Avoids pre-judgement when listening to suggestions from others.</li> <li>Seizes the opportunity to apply Hampshire FA standards at all times.</li> </ul>
<b>INCLUSIVE</b>	<ul style="list-style-type: none"> <li>Openly collaborates with colleagues and partners in the game</li> <li>Provides equal opportunity to people of different backgrounds, experience and perspective</li> <li>Seeks out and embraces new ways of thinking and working.</li> </ul>
<b>DETERMINED</b>	<ul style="list-style-type: none"> <li>Works relentlessly to overcome roadblocks or obstacles to achieve the goal.</li> <li>Remains focused on seeing agreed goals through to completion taking pride in their work.</li> <li>Maintains motivation for their team and themselves.</li> </ul>
<b>EXCELLENT</b>	<ul style="list-style-type: none"> <li>Seeks to achieve the highest levels of performance at all times.</li> <li>Can be committed to achieve a standard that others consider impossible.</li> <li>Supports others to go further and achieve more.</li> </ul>

#### Application Deadline:

12pm on Wednesday 12<sup>th</sup> October 2022

#### Interviews to be held (format TBC):

To be scheduled individually and include session delivery





# SUPPORTING INFORMATION

Hampshire FA Vision, Mission & Values

Vision

*Using the power of **football** to build a better future for all communities in **Hampshire**.*

Mission

Set strong foundations for all of Hampshire football to **Recover** stronger by enabling & supporting a bespoke Hampshire FA workforce.

Deliver an expanding network of **Hub Sites**, connected with & fully engaging their local communities.

Put **Youth Engagement** at the centre of all delivery & ensure young people are heard, safeguarded & empowered to influence the future.

Re-invigorate **Equality, Diversity & Inclusion** through new IAG/local engagement structure & governance standards.

Undertake a full business **Culture** review to embed inclusivity, safeguarding & quality community service throughout all we do.

Values

**Progressive - Respect - Inclusion - Determined - Excellence**

