**Job Description and Person Specification**

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| **Job title** | Club Coach Mentor |
| **Reports to** | Kent FA Football Development Officer (Workforce) |

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| **Job purpose(s)** | |
| * To deliver a programme of support for, and the development of coaches within Grassroots Football * To support the delivery of the Kent FA Strategy | |
| **Direct reports** | N/A |

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| **Location** | Various locations across the Kent County, travel required. |
| **Working hours** | 4 blocks across the 2022/23 season, blocks are 6 weeks with 2 hours per week, aligned with school term dates. |
| **Contract type** | Part-time, Fixed term contract until June 2023. 2 hours per week.  Salary: £25 p/h |

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| **Responsibilities** |
| * To deliver a programme of support for grassroots coaches in England Football Accredited Clubs across Kent. * To provide bespoke support and development opportunities for coaches through a range of methods including 1-1, observing, feedback and the creation of individual action plans for coaches. * To enhance coaches to become more transformational in their approach, through appropriate and relevant mentoring. * To promote coaching methodology aligned to the FA’s four corner model and England DNA. * Ensure that the Kent FA values and behaviours are adhered to at all times. * Ensure effective communication between County FA, Clubs and Coaches are continuous throughout the programme. * To adhere to the FA Safeguarding and equality policies and procedures. * Successful candidates will receive access to ongoing support and relevant continued professional development (CPD) sessions through the county. |

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| **Person specification** | |
| **Qualifications** | |
| **Essential**   * UEFA C/ FA Level 2 or FA Level 2 with Youth Modules 1 & 2 (prior August 2016) | **Desirable**   * FA Mentoring Adults Course/ Developing Coaches through Mentoring * Working towards UEFA B * Experience in mentoring coaches within grassroots football * Formal mentoring qualifications |
| **Skills** | |
| **Essential**   * Modern, progressive approach to coaching and learning * Ability to building effective relationships in a coaching environment * Ability to respond to the developmental needs of individual coaches * Punctual with good time management skills. | **Desirable**   * Ability to be able to give comprehensive feedback * Experience of creating and implementing bespoke action plans for coaches. |
| **Knowledge and experience** | |
| **Essential**   * Knowledge and understanding of working with volunteers. * Understanding of FA Long Term Player Development model * Knowledge and understanding of the reflective practitioner * Minimum of 5 Years’ experience of coaching in football across a range of age groups * Understanding how a grassroots club operates | **Desirable**   * Experience in supporting and developing grassroots coaches * Knowledge and understanding of Football and coach development * Experience in working and supporting coach development * Experience in undertaking a Mentoring role |
| **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** | |
| **FA value** | **Behaviours** |
| INNOVATIVE | **Embraces new and creative thinking in pursuit of continuous improvement:**   * Identifies new and different ways to overcome problems, thinking creatively to develop solutions. * Continuously seeks to improve efficiency and performance. |
| SUPPORTIVE | **Fosters a supportive culture:**   * Maintains people’s self-esteem when interacting with them. * Avoids pre-judgement when listening to suggestions from others. * Always seizes the opportunity to apply FA standards. |
| 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, experiences and perspectives * Seeks out and embraces new ways of thinking and working. |
| REFLECTIVE | **Ensures that the whole game is represented across the business:**   * Remains focused on ensuring that all of Kent Football is represented by all stakeholders, proactively tackling roadblocks. * Provide a customer-focused approach that ensures connectivity to the Kent Football community. |
| 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:** | David Webb |
| **Date job description reviewed and modified:** | 8/9/2022 |
| **Job description authorisedby:** | Darryl Hadden |

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| **Signed by job holder (on appointment):** |  |
| **Date signed:** |  |

To apply for this role, please send your CV and covering letter, outlining why you would like to work on behalf of Kent FA as a Club Coach Mentor and why you would be the best candidate for the job, by email to [David.Webb@KentFA.com](mailto:David.Webb@KentFA.com)

The closing date for receipt of applications is **5pm on Monday 26th September 2022.** **Interviews are to take place between Wednesday 28th September and Wednesday 5th October.**

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