**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
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| **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
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| **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.
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| **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
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| **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.
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| 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.
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| 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.
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| 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.
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| 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

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.