**Job Description and Person Specification**

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| **Job title** | Emerging Talent Centre Player Development Lead |
| **Reports to** | Centre Manager |

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| **Job purpose(s)** | |
| * To support the holistic development of high performing female players aged 13-16 in Kent. | |
| **Direct reports** | N/A |

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| **Location** | The Victory Academy, Magpie Hall Rd, Chatham, ME4 5JB. With some travel required. |
| **Working hours** | Weekly sessions on Thursday Evening 5-8pm, with the addition of training supplements and fixtures to be added to the delivery. |
| **Contract type** | Part-time, Fixed term contract until June 2023. 6-10 hours a week.  Salary: Competitive. |

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| **Responsibilities** |
| * Purpose to lead and inspire an environment where any player is welcome, and possibility is encouraged via a systemic approach to identify emerging talent. * Creating and delivering session plans to provide high quality coaching to girls playing in U14-U16 age groups, to attain the highest levels of performance possible in a safe, secure and supportive environment. * Implement training and games programme in line with the Kent FA ETC curriculum, as well as supporting coaches to ensure this is done universally. * To monitor player development and support players and coaches construct relevant and achievable individual development plans following the completion of player review process. * Liaise with, and maintain an open line of communication with, the clubs the players involved in the ETC come from to provide and align the players’ development both in house and away from the centre. * Work alongside the centre manager to ensure players are receiving the best experience possible to support each individual develop appropriately across the FA’s four corners. * Working alongside support coaches to provide a challenging football environment to meet the needs of all players in your group. * Ensure that the Kent FA philosophy and ethos is followed at all times. * Ensure effective communication between all departments and stakeholders, including parents, is continuous throughout the season. * To adhere to the FA Safeguarding and equality policies and procedures. * To adhere to the FA and Kent FA ETC codes of conduct at all times. * To adhere to the Kent FA ETC Data Protection Policy and Privacy Policy. * 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**   * FA coaching UEFA B qualification * Enhanced DBS Check * In date safeguarding and emergency first aid qualification | **Desirable**   * FA coaching level 4 / UEFA A qualification * FA Level 2 Emergency First Aid in Football (EFAiF) * Youth Awards |
| **Skills** | |
| * Excellent communication both verbal and written * Strong leadership skills * Organised and able to plan ahead. * Enthusiastic and driven to supporting young players to be the best they can be. * Punctual with good time management skills. | **Desirable**   * Understanding of the girl’s elite pathway. * Experience of planning, delivering and evaluating football sessions for secondary school aged players. |
| **Knowledge and experience** | |
| **Essential**   * Knowledge of, and experience working within, Women and Girls football. * Experience working with children from a secondary school age range | **Desirable**   * Knowledge and understanding of working with volunteers. * Reside within Kent for ease of access to the centre. * Experience of elite female football or development centres. |
| **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, experience and perspective * 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 ensure 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:** | Rebecca Moore |
| **Date job description reviewed and modified:** | 2/8/2022 |
| **Job description authorisedby:** |  |

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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 within the ETC and why you would be the best candidate for the job, by email to [Rebecca.moore@kentfa.com](mailto:Rebecca.moore@kentfa.com).

The closing date for receipt of applications is **11pm on Sunday 21st August 2022. Interviews to take place Week commencing the 22nd August.**

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

**Job Description and Person Specification**

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| **Job title** | Emerging Talent Centre Coach |
| **Reports to** | Centre Manager |

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| **Job purpose(s)** | |
| * To support the holistic development of high performing female players aged 13-16 in Kent. | |
| **Direct reports** | N/A |

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| **Location** | The Victory Academy, Magpie Hall Rd, Chatham, ME4 5JB. |
| **Working hours** | Weekly sessions on Thursday Evening 5-8pm, with the addition of training supplements and fixtures to be added to the delivery. |
| **Contract type** | Part-time, Fixed term contract until June 2023. Minimum of 3 hours per week.  £25 per hour. |

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| **Responsibilities** |
| * Creating and delivering session plans to provide high quality coaching to girls playing in U14-U16 age groups, to attain the highest levels of performance possible in a safe, secure and supportive environment. * Implementing training and games programme in line with the Kent FA ETC curriculum across the 30 week programme. * Liaise with head/support coach to produce session plans for all sessions. * Working alongside head/support coach to provide a challenging football environment to meet the needs of all players in your group. * Ensure that the Kent FA philosophy and ethos is followed at all times. * Ensure effective communication between all departments and stakeholders, including parents, is continuous throughout the season. * To adhere to the FA Safeguarding and equality policies and procedures. * To adhere to the FA and Kent FA ETC codes of conduct at all times. * To adhere to the Kent FA ETC Data Protection Policy and Privacy Policy. * To complete a player review sheet per block to monitor player development. * 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**   * FA coaching level 2 qualification * Enhanced DBS Check * In date safeguarding and emergency first aid qualification | **Desirable**   * FA coaching level 3 / UEFA B qualification * Youth awards |
| **Skills** | |
| * Excellent communication both verbal and written * Organised and able to plan ahead. * Enthusiastic and driven to supporting young players to be the best they can be. * Punctual with good time management skills. | **Desirable**   * Experience of planning, delivering and evaluating football sessions for secondary school aged players. * Reside within Kent for ease of access to the centre. |
| **Knowledge and experience** | |
| **Essential**   * Experience working with children from a secondary school age range. * Understanding of the Girls talent pathway. | **Desirable**   * Knowledge and understanding of working with volunteers. * Understanding of the girl’s elite pathway. * Experience of elite female football or development centres. |
| **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, experience and perspective * 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 ensure 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:** | Rebecca Moore |
| **Date job description reviewed and modified:** | 2/8/2022 |
| **Job description authorisedby:** |  |

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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 within the ETC and why you would be the best candidate for the job, by email to [Rebecca.moore@kentfa.com](mailto:Rebecca.moore@kentfa.com).

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**Job Description and Person Specification**

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| **Job title** | Emerging Talent Centre Goalkeeper Coach |
| **Reports to** | Centre Manager |

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| **Location** | The Victory Academy, Magpie Hall Rd, Chatham, ME4 5JB. |
| **Working hours** | Weekly sessions on Thursday Evening 5-8pm, with the addition of training supplements and fixtures to be added to the delivery. |
| **Contract type** | Part-time, Fixed term contract until June 2023. Minimum of 3 hours per week.  £25 per hour. |

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| **Responsibilities** |
| * Creating and delivering session plans to provide high quality coaching to girls playing in U14-U16 age groups, to attain the highest levels of performance possible in a safe, secure and supportive environment. * Liaise with the relevant coaches to ensure delivery correlates with the weekly topic, and plan accordingly to when goalkeepers would be needed within practices within their group across the 30 week programme. * Ensure that the Kent FA philosophy and ethos is followed at all times. * Ensure effective communication between all departments and stakeholders, including parents, is continuous throughout the season. * To adhere to the FA Safeguarding and equality policies and procedures. * To adhere to the FA and Kent FA ETC codes of conduct at all times. * To adhere to the Kent FA ETC Data Protection Policy and Privacy Policy. * To complete a player review sheet per block to monitor player development. * 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**   * FA coaching level 2 Goalkeeper qualification * Enhanced DBS Check * In date safeguarding and emergency first aid qualification | **Desirable**   * FA coaching level 3 / UEFA B qualification * Youth awards |
| **Skills** | |
| * Excellent communication both verbal and written * Organised and able to plan ahead. * Punctual with good time management skills. | **Desirable**   * Experience of planning, delivering and evaluating football sessions for secondary school aged players. * Reside within Kent for ease of access to the centre. |
| **Knowledge and experience** | |
| **Essential**   * Experience working with children from a secondary school age range * Enthusiastic and driven to supporting young players to be the best they can be. | **Desirable**   * Knowledge and understanding of working with volunteers. * Understanding of the girl’s elite pathway. * Experience of elite female football or development centres. |
| **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, experience and perspective * 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 ensure 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:** | Rebecca Moore |
| **Date job description reviewed and modified:** | 2/8/2022 |
| **Job description authorisedby:** |  |

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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 within the ETC and why you would be the best candidate for the job, by email to [Rebecca.moore@kentfa.com](mailto:Rebecca.moore@kentfa.com).

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**Job Description and Person Specification**

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| **Job title** | Emerging Talent Centre Strength and Conditioning Coach |
| **Reports to** | Centre Manager |

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| **Location** | The Victory Academy, Magpie Hall Rd, Chatham, ME4 5JB. |
| **Working hours** | Weekly sessions on Thursday Evening 5-8pm, with the addition of training supplements and fixtures to be added to the delivery. |
| **Contract type** | Part-time, Fixed term contract until June 2023. Minimum of 3 hours per week.  £25 Per hour. |

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| **Responsibilities** |
| * To plan and deliver a physical performance programme aligned to a physical curriculum to all players across three 10-week blocks. * Complete the relevant testing to monitor the progression of players across the 30-week programme. * Construct and support the implementation of strength and conditioning in player’s own environments away from contact hours at the centre. * Liaise with the Grassroots clubs the players within the ETC have come from to support the uptake of the relevant and necessary strength and conditioning in their footballing environment. * Ensure that the Kent FA philosophy and ethos is followed at all times. * Ensure effective communication between all departments and stakeholders, including parents, is continuous throughout the season. * To adhere to the FA Safeguarding and equality policies and procedures. * To adhere to the FA and Kent FA ETC codes of conduct at all times. * To adhere to the Kent FA ETC Data Protection Policy and Privacy Policy. * To complete a player review sheet per block to monitor player development. * 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**   * An undergraduate degree in S&C, sports science or related field. * In date safeguarding and emergency first aid qualification | **Desirable**   * UKSCA accreditation * TALS qualification |
| **Skills** | |
| * Excellent communication both verbal and written * Organised and able to plan ahead. * Punctual with good time management skills. |  |
| **Knowledge and experience** | |
| **Essential**   * Experience working with children from a secondary school age range * Enthusiastic and driven to supporting young players to be the best they can be. | **Desirable**   * Knowledge and understanding of working with volunteers. * Understanding of the girl’s elite pathway. * Experience of working with elite athletes. * Reside within Kent for ease of access to the centre. |
| **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, experience and perspective * 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 ensure 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:** | Rebecca Moore |
| **Date job description reviewed and modified:** | 2/8/2022 |
| **Job description authorisedby:** |  |

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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 within the ETC and why you would be the best candidate for the job, by email to [Rebecca.moore@kentfa.com](mailto:Rebecca.moore@kentfa.com).

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**Job Description and Person Specification**

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| **Job title** | Emerging Talent Centre Physiotherapist |
| **Reports to** | Centre Manager |

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| **Location** | The Victory Academy, Magpie Hall Rd, Chatham, ME4 5JB. With some travel required. |
| **Working hours** | Weekly sessions on Thursday Evening 5-8pm, with the addition of training supplements and fixtures to be added to the delivery. |
| **Contract type** | Part-time, Fixed term contract until June 2023. Minimum of 3 hours per week.  £25 per week. |

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| **Responsibilities** |
| * Planning and delivery of high-level injury prevention, injury rehabilitation and pitch-side first aid /emergency care across the 30-week programme. * Develop the systems and infrastructure required to ensure that injury prevention, rehabilitation and emergency aid processes are supported, documented and reviewed appropriately, in collaboration with the rest of the Club medical, performance and coaching staff. * Be an active member of the team, attend team meetings, provide updates on player injury status, ensure good communication with the coaching staff and provide information to inform decisions around availability for matches and training. * Link into local support services for players, for example GP, and make necessary referrals. * Advice/communicate with players clubs reporting any injuries and relevant guidance on how treatment should be aligned in-house and away from the ETC. * To adhere to the FA Safeguarding and equality policies and procedures. * To adhere to the FA and Kent FA ETC codes of conduct at all times. * To adhere to the Kent FA ETC Data Protection Policy and Privacy Policy. * 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**   * An undergraduate degree in physiotherapy | * The FA Level 5 Advanced Trauma Medical Management in Football (ATMiFF) * Chartered (or working towards) physiotherapist |
| **Skills** | |
| * Excellent communication both verbal and written * Organised and able to plan ahead. * Punctual with good time management skills. | **Desirable** |
| **Knowledge and experience** | |
| **Essential**   * Experience working with children from a secondary school age range * Experience working with female athletes. | **Desirable**   * Knowledge and understanding of working with volunteers. * Understanding of the girl’s elite pathway. * Reside within Kent for ease of access to the centre. |
| **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, experience and perspective * 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 ensure connectivity to the Kent Football community. |
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| **Date job description reviewed and modified:** | 2/8/2022 |
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| **Date signed:** |  |

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