



**SWINDON TOWN FOOTBALL CLUB
JOB DESCRIPTION – ACADEMY COACH**

Job Title	Academy Coach
Reports to	Lead Phase Coach
Key Contacts	Internal – Academy Manager, Head of Coaching, Academy Management Team members, Academy Sports Science & Medicine Staff, all Academy staff, & casual coaching staff. External – Other Football League age group coaches, grass roots clubs
Location	Based primarily at Academy Training Ground at Lydiard Park, but widespread travelling is required to meet the demands of the Games Programme.
Hours	Part Time, fixed term
Salary	£25 per training session & £35 per game
Purpose of the Role	To assist the Head of Coaching and lead phase coach with the coaching programme for a specific age group of players and deliver related practices associated with excellence in football.

Role Accountabilities & Key Duties

1	Support development of Academy Players
2	To enter all coaching sessions, game fixtures/game time, game plan reports, learning objectives and development reports, and other necessary work as required, on The PMA
3	To be innovative and creative with the coaching syllabus in line with the Academy philosophy
4	Monitor players and report their progress on a regular basis, completing the relevant reports.
5	Commit to a training and games programme as required.
6	To be available for all internal CPD and keep relevant FA qualifications up-to-date
7	To demonstrate the ability to motivate players & age group coaches
8	The Club is committed to safeguarding and promoting the welfare of children and young people, as well as all adults at risk, and expects all staff and volunteers to share this commitment. All staff regardless of their role must adhere to the Club's safeguarding policies and procedures.
9	To report any injury concerns on players to the Physiotherapy Department
10	Comply with all company policies/procedures. Adhere to all company regulations regarding policies, procedures, health, safety and security
11	All other duties that may arise from time to time and fall within the scope of this position.



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PERSON SPECIFICATION – ACADEMY COACH**

Qualifications		Essential	Desirable
1	Hold the UEFA 'B' License	✓	
2	Hold, or working towards FA Youth Modules 1-2-3		✓
Skills, Knowledge & Experience			
3	A clear understanding of the standards of behaviour and codes of conduct required within the Academy.	✓	
4	Ability to liaise empathetically and effectively with young players, parents, scouts & coaches	✓	
5	IT skills to include a high level of competence using Excel, Word, Access and PowerPoint skills	✓	
6	Creative and engaging presentation skills.	✓	
7	Good overall level of numeracy and literacy.	✓	
Attitude/Behaviours			
11	A professional "can do" attitude with strong organisational and administrative skills	✓	

12	A desire to seek solutions	✓	
13	A genuine team player	✓	
14	Empathy with young people and their challenges	✓	
Personal Qualities			
15	A dynamic, hardworking and enthusiastic individual	✓	
16	Excellent communication skills	✓	
17	Proactive decision maker	✓	
18	Takes responsibility for ensuring a high quality of work	✓	
19	Demonstrates enthusiasm and is personally committed to achieving agreed objectives	✓	
20	Is receptive to feedback about own behaviour, strengths and areas for improvement	✓	
21	Displays a high level of confidentiality	✓	
22	Meticulous attention to detail	✓	
23	Flexibility and willingness to learn	✓	