



## **JOB DESCRIPTION : Assistant Lead Foundation Phase Coach (Under 7-9s)**

<b>Department</b>	Academy
<b>Location</b>	Landore Training Ground
<b>Report to</b>	Lead Foundation Phase Coach & Head of Academy Coaching
<b>Direct Reports</b>	Pre-Academy coaches
<b>Key Relationships</b>	Pre-Academy staff, Head of Talent ID & Recruitment (Academy), Lead Regional Academy Scouts, Pre-Academy Coordinator and Development Centre staff.
<b>Remuneration</b>	£23,000.00 - £26,000.00
<b>Benefits</b>	<p>The successful candidate will benefit from:</p> <ul style="list-style-type: none"> <li>• 33 days holiday per annum</li> <li>• Complimentary match tickets</li> <li>• Private Medical Insurance and Health Cash Plan</li> <li>• Free onsite Parking</li> <li>• Discount schemes with local partners</li> <li>• Cycle to Work Scheme</li> <li>• Workplace pension scheme</li> </ul>
<b>Contract</b>	Full Time (40 hours per week)
<b>Working Schedule</b>	<p>The role requires an individual who can perform such hours as necessary to complete their roles and responsibilities.</p> <p>The position will involve working irregular hours (e.g., evenings/Saturdays/Sundays/Bank Holidays) based around team schedules.</p>
<b>Roles and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Collaborate with the Lead Foundation Phase Coach &amp; Head of Academy Coaching to create an age specific Pre-Academy coaching curriculum, in line with the club's player development philosophy.</li> <li>• Oversee the Pre-Academy coaching curriculum and ensure it is delivered as set out in the Pre-Academy coaching curriculum.</li> <li>• Collaborate with the Head of Academy Recruitment and Pre-Academy Coordinator in identifying potential future Academy players in the Under 7-9 age groups.</li> <li>• Lead the delivery and management of the Under 9 age group training and games programme.</li> <li>• Ensure that all Academy players adhere the Swansea City Academy Values and show a high level of respect and discipline.</li> <li>• Track and record player development through completing and delivering review documents and attending multidisciplinary team meetings.</li> <li>• Adhere to the Coaches Code of Conduct.</li> </ul>



	<ul style="list-style-type: none"> <li>• Develop and maintain a professional relationship with the parents of young players in the programme.</li> <li>• Complete CPD (Continuous Professional Development) to maintain coaching qualifications.</li> <li>• Maintain FA/FAW Licensed Coaches Club membership criteria</li> <li>• Identify players available each weekend for matches and communicate any additional player requirements to the Lead Phase Coach at the earliest opportunity.</li> <li>• Take responsibility for the care and maintenance of U9 group training equipment and playing kit.</li> <li>• Attend additional training nights as requested by the Lead Foundation Phase coach/Head of Academy Coaching.</li> <li>• Assess trialists at both training and games and feedback to the Lead Foundation Phase Coach / Head of Academy Recruitment.</li> <li>• Attend tournaments and trips as requested by the club</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Follow all Club Policies, such as Equality &amp; Diversity, Health &amp; Safety, Safeguarding, Anti-Corruption &amp; Bribery and GDPR.</li> <li>• Adhere to a strict Code of Confidentiality in respect of any information relating to Swansea City Football Club and its operation.</li> <li>• Make suggestions to improve the working environment and contribute to positive employee relations within your area of work and Swansea City Football Club as a whole.</li> <li>• Take reasonable care for the health and safety of yourself and other employees and members of the public who may be affected by your acts or omissions at work.</li> <li>• Comply with all aspects of the Swansea City Football Club Health and Safety Policy and Arrangements, to enable the Company to perform its civil and statutory obligations in relation to Health &amp; Safety</li> <li>• Ensure effective communication within your work team and across Swansea City whilst actively offering support and guidance as necessary.</li> </ul>
<b>Person Specifications</b>	
<b>Qualifications</b>	<p>Essential</p> <ul style="list-style-type: none"> <li>• UEFA B Licence.</li> <li>• FA Advanced Youth Award (or equivalent).</li> <li>• FA Learning Safeguarding Children Certificate &amp; FA Emergency Aid in Football Certificate.</li> <li>• Enhanced DBS check</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• Degree in Sports Coaching, or related subject.</li> </ul>



	<ul style="list-style-type: none"> <li>• UEFA A Licence and/or UEFA Elite Youth Licence.</li> </ul>
<b>Skills, Knowledge and Experience</b>	<p>Essential</p> <ul style="list-style-type: none"> <li>• Minimum three years experience coaching young people age-specific to role.</li> <li>• Competent communication and interpersonal skills, both written and oral.</li> <li>• Ability to relate to, understand and inspire young people age-specific to the role.</li> <li>• Ability to demonstrate a strong level of technical football knowledge.</li> <li>• Ability to use initiative to work alone and as part of a team.</li> <li>• Enthusiasm and passionate about working with young people.</li> <li>• Demonstrate good planning, preparation and time management skills.</li> <li>• Creative in approach to planning and delivery of age-specific sessions and feedback.</li> <li>• Ability to effectively manage player, parent and staff relationships.</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• Previous experience of working in a Pre-Academy environment.</li> <li>• Previous experience of working in an Academy.</li> <li>• Have a full and clean driving licence.</li> </ul>
<b>Attitude and Behaviours</b>	<ul style="list-style-type: none"> <li>• Proactive forward-thinking mentality.</li> <li>• Thinks ahead with a “can do” attitude.</li> <li>• Generates and delivers innovative ideas.</li> <li>• Works well in a cognitively diverse performance department.</li> <li>• Loyal and committed.</li> <li>• Versatility and flexibility to adapt quickly.</li> <li>• Strong team ethos.</li> <li>• Ability to build strong professional relationships with individuals and departments.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Takes pride in ensuring a high quality of work.</li> <li>• Highly organised and able to manage multiple tasks.</li> <li>• High importance on self-development.</li> <li>• High level of confidentiality.</li> <li>• Willingness to learn.</li> <li>• Ability to work unsupervised.</li> </ul>



The closing date for this vacancy will be **Wednesday 19<sup>th</sup> October 2022, 5pm.**

If you believe you have the right mix of skills for this position, please complete an application form available [here](#).

Swansea City AFC strives to ensure it provides an environment where everyone's rights, dignity and individual worth is respected and takes a zero-tolerance approach to any form of discrimination. Equal Opportunity is an integral part of our recruitment and selection process, and we welcome applications from all individuals who feel they meet the core requirements of the role.

We are particularly encouraging applications from women, disabled people and individuals from diverse ethnic communities who are currently under-represented within the organisation.

All appointments will be made on merit of skill and experience relative to the role.

The Company is committed to safeguarding and promoting the welfare of children and young people involved in activities and event at the Company. As part of the Company's recruitment and selection process any offers of work involving working in regulated activity with children are subject to a satisfactory enhanced DBS Disclosure and barred list check (depending on the level of supervision, frequency, and nature of contact with children). Appropriate references are also required.

**Should an adequate number of applications be received prior to the closing date, Swansea City AFC reserve the right to remove this advert.**

**Due to a high demand in applications the Club will be unable to respond to those applicants who have not been shortlisted for interview.**