



JOB DESCRIPTION			
Job title:	BFC Women Assistant Coach	Contractual status:	Full time Fixed term for two years
Reporting to:	Head of Women's Football	Salary:	Competitive

Job Summary:
To support the Burnley FC Women's Head Coach with the Burnley FC Women's First Team and to work as a Development Coach for our newly launched post-16 girl's development program.

- Roles and Responsibilities:**
- Assist with coaching and attending all matches for BFC Women's first Team.
 - Be the lead coach, develop and grow our newly launched elite college program.
 - Attend meetings relating to the BFC Women's First Team and elite college program.
 - To understand and implement the Club's Safeguarding policy, procedures, and best practice guidelines in your role. To use this understanding to ensure safe working practices, appropriate reporting of concerns and contribute positively to a safe environment.
 - To be able to work flexible hours where the role of the job requires.
 - To work towards agreed objectives.
 - Comply with all Club policies.
 - Promote the Burnley FC brand and ethos in a professional, strong, and positive manner.
 - Work alongside other team members to support in other areas of the organisation as and when required to promote best practice.
 - Hold a commitment to equality and diversity in the workplace.
 - Willingness to attend training courses to enhance own professional development.
 - Always demonstrate the Club's values.
 - This job description is issued as a guideline to assist you in your duties and is not exhaustive. You may, on occasions, be required to undertake additional or other duties within the context of this job description.



PERSON SPECIFICATION		
CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> UEFA A Licence. 	<ul style="list-style-type: none"> The FA Youth Award Modules 1-3.
EXPERIENCE & SKILLS	<ul style="list-style-type: none"> Previous football coaching experience. Excellent administration skills. Experience of writing reports. An understanding of a range of teaching learning styles to optimise the development of players. Excellent interpersonal skills with the ability to foster strong relationships with all stakeholders. Time management skills to be able to plan and regulate workload including the ability to prioritise demands and thrive under pressure. 	<ul style="list-style-type: none"> Proven network of player recruitment in the northwest.
PERSONAL QUALITIES	<ul style="list-style-type: none"> Committed, enthusiastic and passionate about the development and success of BFC Women players. Access to transport for work purposes and to travel to locations throughout the local area. Willingness to have a full DBS check. Displays no prejudice when working with others. A friendly, positive 'can do' and courteous attitude. A commitment to the aims, vision, and values of Burnley FC. Highly motivated, determined, and conscientious. Enthusiasm, energy, and resilience. Flexible, helpful, and responsive. An organised and efficient approach to work. 	<ul style="list-style-type: none"> A positive attitude towards professional development and their own learning. Sound IT skills including intermediate abilities in all MS Office programmes. Good networking skills.