

# JOB DESCRIPTION

## **BFC Women Head Coach**

**Contract type:** Permanent

**Reporting to:** Chief Operating Officer/Head of Women's Football

**Hours:** 40 hours per week to be Worked flexibly

**Location:** Training Ground, Burnley

**Salary:** Competitive

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### **Job Summary:**

Facilitate and achieve on-pitch success of BFC Women in securing Championship level football.

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### **Roles and Responsibilities:**

- Plan and deliver weekly training and instructional sessions overseeing hands on player development and prepare the team ahead of match days.
- Coordinate player logistics for all training and instructional sessions, fixtures, tournaments and BFC Women related events.
- Work collaboratively and effectively with other organisational staff i.e., goalkeeping coaches, assistant coaches, strength & conditioning coaches, medical staff, technical analysts, and safeguarding officer.
- Communicate and liaise regularly with the Academy Director and Head of Women's Football regarding relevant player matters.
- Collaborate with technical analysts to prepare relevant individual player and team footage and instructional materials.
- Be responsible for maintenance of training / match balls, bibs, cones and all other relevant equipment as required.
- Facilitate and conduct regular Player Review Meetings.
- Attend FA Women's National League meetings alongside the Head of Women's Football.
- Leverage established football network relationships, and cultivate new ones, to successfully and effectively recruit squad talent.
- Recommend and recruit players for the BFC Women in tandem with the Head of Women's Football.
- Report serious player injuries immediately to the Head of Women's Football and Club medical staff.

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## **Roles and Responsibilities:**

### Supportive of Club Working Environment and Policies:

- Comply with all Club policies.
- Focused dedication and applying innovative ideas to consciously work towards and successfully achieve established objectives.
- Always demonstrate and promote the Club's values.
- To be able to work flexible hours where the role of the job requires.
- 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.
- 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.

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

## ESSENTIAL CRITERIA

### QUALIFICATIONS

- UEFA A Licence.
- Senior experience coaching at an elite/professional level.
- Member of the FA Licensed Coaches Club.
- Valid FA Safeguarding Certificate.
  - Valid Basic First Aid for Sport.
  - Full UK driving licence.

### EXPERIENCE & SKILLS

- Previous Head Coach experience coaching senior first team players in a professional environment.
- Understanding of a broad range of teaching and learning styles to optimise player development.
  - Technical analysis understanding and background.
- Excellent interpersonal skills with the ability to foster strong relationships with all stakeholders.
  - Strong written and presentation skills.
    - Sound IT skills.
- Established football network and existing recruitment channels.

### PERSONAL QUALITIES

- Committed, enthusiastic and passionate about the development and success of BFC Women players.
- Ability to work as part of a team as well as using one's own initiative in developing players and leading coaching sessions.
- Displays no prejudice when working with others.
- Time management skills to be able to plan and regulate workload including the ability to prioritise demands and thrive under pressure.
  - Willingness to have a full DBS check.
- 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, innovative, and resilience.
  - Flexible, helpful, and responsive.

## DESIRABLE CRITERIA

### QUALIFICATIONS

- The FA Youth Award Modules 1-3.
  - The FA Advanced Youth Award.
- Sport-related undergraduate degree.
- Previous playing experience at a professional level.

### PERSONAL QUALITIES

- A positive attitude towards professional development and their own learning and desire to mentor and develop staff as well as players.

