



JOB DESCRIPTION			
Job title:	Foundation Phase Coach	Contractual status:	Permanent
Hours of work:	Full time - 40 hours per week: includes evenings and weekends as per fixture / training requirements	Salary range:	Competitive: dependent on experience and qualifications
Location:	Barnfield Training Centre, Habergham Drive, Padiham, BB12 8UA	Reporting to:	Head of Coaching

Job Summary:
Supporting the Head of Coaching and Lead Foundation Phase Coach in the organisation and delivery of a vibrant, creative & progressive program.

Job Description:

- Roles and Responsibilities**
- Support the Head of Coaching and Lead Foundation Phase Coach in the organisation and delivery of a vibrant, creative & progressive program.
 - Liaise across the multi-disciplinary departments to support the players within the phase and support the alignment across the club.
 - Communicate with key stakeholders: parents, coaches, providers.
 - Oversee the coaching within the pre academy.
 - Manage a group within the academy.
 - Liaise with Burnley FC in the Community's Head of Football to forge links with regards to local recruitment.
 - Work in a professional manner which promotes equality for both players and staff.
 - Support the Player Care programme operated by the academy and have a good understanding of current best practice within safeguarding and welfare.
 - To be able to work flexible and unsociable hours where the role of the job requires.
 - To work towards agreed Key Performance Indicators (KPIs).
 - Comply with all Club policies.
 - Promote the Burnley Football Club 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.
 - A commitment to equality and diversity in the workplace and a willingness to undertake all relevant equality and diversity training.
 - 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 – FOUNDATION PHASE COACH		
CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> The FA Level 3 (UEFA B) in Coaching Football. FA Advanced Youth Award. 	<ul style="list-style-type: none"> The FA Level 3 (UEFA B) in Coaching Football. A positive attitude towards professional development and their own learning. A coaching / teaching / sports science related degree.
EXPERIENCE & SKILLS	<ul style="list-style-type: none"> Prior experience of working in a professional football academy. A love, passion and experience of working within the foundation phase. Experience in a variety of games formats. A sound understanding of safeguarding and welfare requirements. Strong organisational skills, and the ability to multitask. Excellent presentation and delivery skills. 	<ul style="list-style-type: none"> Experience in multi-sport activities. Prior experience of managing staff. Talent ID qualifications, recruitment and football operations experience. An understanding of local recruitment.
PERSONAL QUALITIES	<ul style="list-style-type: none"> Strong organisational skills and the ability to multitask. An ability to connect with children. A flexible attitude towards working hours and availability on weekends and evenings. A friendly, positive 'can do' and courteous attitude. Excellent interpersonal and communication skills with the ability to form strong relationships with players, parents, colleagues, and officials. Strong team-working skills. Shows initiative, has confidence in own ability with a positive attitude towards undertaking any aspect of the job role. Displays no prejudice when working with others. Self-motivated, with expectation of self and others. A commitment to the aims, vision, and values of Burnley FC. Enthusiasm, energy, and resilience. Ability to maintain confidentiality. Willingness to take a DBS check. 	