



JOB DESCRIPTION

Job title:	Shadow Youth Team Teacher/Coach	Contractual status:	Permanent
Hours of work:	Full time, 35 hours per week: Monday to Friday 9am to 5pm. However, you may be required to work outside of normal office hours, at evenings, weekends and match days as required.	Salary range:	£20,000 - £24,000 per annum
Location:	Turf Moor, Burnley, BB10 4BX and Nelson & Colne College	Reporting to:	Head of Football Development – Shadow Youth Team

Job Summary:

Plan, deliver and assess numerous BTEC units as part of Shadow Youth Team football education programme based at Burnley Football Club and Nelson & Colne College.

Manage one of the five Shadow Youth Teams and lead/coach on the Pre-Shadow Youth Team/Development Centre for the duration of the season which includes the planning, delivery and evaluation of the individual players and team development.

Roles and Responsibilities:

- To deliver both football coaching sessions and classroom-based education units (BTEC course) as part of the Shadow Youth Team.
- The planning, development and delivery of the Shadow Youth Team and Pre-Shadow Youth Team/Development Centre.
- To liaise with the Head of Football Development and proactively promote all football/sports development programmes and carry out all meaningful tasks, when asked to do so.
- To undertake appropriate administrative duties in relation to the programme, to ensure the smooth running of the project e.g. maintain accurate attendance registers, marking, grades and lesson plans.
- Provide pastoral care to all students.
- To manage, develop and support the coaches, teachers and volunteers involved in coaching sessions.
- To assist the Head of Football Development with reports for management and steering groups. The reports are to include statistical and financial information.
- To help monitor and evaluate the programme & have an input into the future design of programme delivery.
- To be able to work flexible and hours where the role of the job requires.
- To work towards agreed Key Performance Indicators (KPIs).
- Comply with all Charity policies.
- Promote the Burnley FC in the Community 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.
- 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.
- A commitment to equality and diversity in the workplace.
- Willingness to attend training courses including Safeguarding and Equality and Diversity.
- Always demonstrate the Charity’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"> Teaching qualification. FA Level 2 in Coaching Football. 	<ul style="list-style-type: none"> FA Level 3 (UEFA B) in Coaching Football.
EXPERIENCE & SKILLS	<ul style="list-style-type: none"> Experience of delivering a BTEC programme. Experience of delivering high quality football coaching sessions. Experience of developing and maintaining working relationships with all stakeholders. Experience of working within a high pressured, results driven environment. Good persuasive skills, which can be delivered with integrity and honesty. Effective communicator, able to build and sustain positive relationships with local businesses/stakeholders. 	<ul style="list-style-type: none"> Coaching elite players aged 16 – 19 years.
PERSONAL QUALITIES	<ul style="list-style-type: none"> Evidence of Continuous Professional Development. Enthusiasm and passion for sport. Time management skills to be able to plan and regulate workload including the ability to prioritise demands and thrive under pressure. Sound IT skills including intermediate abilities in all MS Office programmes. Good judgement and knowing when to seek advice or support. Ability to work within a team and foster good working relationships. A friendly, positive 'can do' and courteous attitude. Enthusiasm, energy, and resilience. A commitment to the aims, vision, and values of Burnley FC in the Community. Highly motivated, determined, and conscientious. Meticulous standards. Displays no prejudice when working with others. Willingness to have a full DBS check. A passion for the community and making a difference. 	<ul style="list-style-type: none"> Knowledge of the local business and sport community and in particular how it relates to Burnley FC in the Community. An understanding of Burnley and the surrounding geographical areas. A positive attitude towards professional development and their own learning. Access to transport for work purposes and to travel to locations throughout the local area.