



Head of Coaching & Player Development

Job Description & Specific Role Requirements 2022/23

Reporting To & Key Liaison with	<ul style="list-style-type: none"> • Director of Football • Academy Operations & Performance Manager • Academy Technical Board (ATB)
Purpose & Role function	<ul style="list-style-type: none"> • Maintain and evolve a sustainable & progressive approach to player development within the Academy. • Develop coaches so that they improve & perform to the best of their potential and are consequently able to maximise the potential of the players they work with. • Function as a collaborative partner with the Operations & Performance Manager in leading and developing Academy culture. • Uphold and demonstrate the values, standards & behaviours expected by ECFC both inside & outside the Club.
Other Key relationships	<ul style="list-style-type: none"> • Senior football management team • Professional Development Phase technical staff • Academy Management Team (AMT) • Multi-disciplinary staff across all phases • Parents, carers & players • EFL, FA & External Agency staff (e.g. Universities) • ECFC Community Trust (CCT)
Role Summary	<ul style="list-style-type: none"> • Liaise & collaborate with Academy Operations & Performance Manager regarding culture, leadership & strategy. • Take responsibility for the production and communication of the Technical programme across all three Age Phases. • Line Manager for a defined number of Academy staff. • Identify & account for succession planning within the Academy.
1.Main Duties & Responsibilities	Ref: Section 1
2.Qualifications, CPD & Person Specification	Ref: Section 2
3.Key Performance Indicators (KPI's)	Ref: Section 3
4.Competencies	Ref: Section 4

Section 1 Main Duties & Responsibilities

1.1 Coaching

- Communicate the aligned and periodised coaching curriculum in keeping with the Academy playing philosophy & style with constant review.
- Ensure coaches have a clear understanding & acceptance of their development needs.
- Collaborate with Cell Lead Coaches in overseeing coaching and multi-disciplinary activities across the Age Phases.
- Lead and develop relevant internal CPD strategy & content across the Age Cells.
- Develop & progress adaptable coaches capable of performing to a high standard & delivering appropriate coaching practice across the Age Cells.
- Assist in coaching sessions with all Age Cells across the Academy.

1.2 Organisation

- Ensure individual coaches have Development Action Plans (DAP's).
- Ensure all coaches fully understand and adhere to internal rules & guidelines.
- Monitor the planning & recording of all training sessions and games across the Age Cells in association with Cell Lead Coaches.
- Develop a coach performance-monitoring tool that aligns with ECFC competency appraisal.

1.3 Compliance

- Ensure all Rules relating to youth development (EFL, EPPP) are met at all times.
- Ensure all coaches fully understand and adhere to external Rules & Regulations.
- Ensure Academy coaches hold the required qualifications & up-to-date Coach Licensing.
- Maintain personal coaching qualifications & fulfil Coach Licensing requirements.

1.4 Relationships

- Work with senior first team staff to align philosophy and other key requirements.
- Work with coaches to develop their abilities & potential in coaching performance.
- Combine and collaborate with the multi-disciplinary team.
- Communicate with other Club staff, players and parents in a professional manner.
- Demonstrate willingness and enthusiasm to cooperate & take responsibility when necessary as a requirement of the leadership role.
- Collaborate and work in conjunction with external Agencies (e.g. FAYCD).

1.5 Associated Activities & Commitment

- Attend all aspects of EHOC programme & commit to Coaching Cell Mentoring process.
- As part of Academy Leadership & the Academy Management Team (AMT); assist with the overall development and progression of the Academy.
- Contribute to ECFC rules & guidelines regarding player & staff roles & responsibilities.
- Serve as Line Manager for a number of designated Key Staff.
- Participate where appropriate in player reviews with parents.
- Play an active role in the planning, organisation & delivery of in house CPD for coaches.
- Observe, support and guide Age Group coaches working with their players in practice & games to help improve coaching performance & ensure alignment across the Phases.
- Work with Academy Operations & Performance Manager & Cell Lead Coaches to plan & organise age relevant tours & tournaments.
- Any other reasonable & relevant requests as made from time-to-time.

1.6 Health & Safety

- Place player safety and welfare as a top priority at all times.
- Ensure all technical equipment is safe & stored securely.
- Ensure the required player to coach ratio is being met in all training & games.
- Set the framework for and monitor 'safe practice' in coaching.

1.7 Safeguarding

- Attend seasonal safeguarding training as required by the Club.
- Adhere to all guidelines contained within the Club's Safeguarding Policy.
- Utilise the 'MyConcern' system to 'recognise, respond, report and record' any safeguarding incidents in a timely and detailed manner.

Section 2 Qualifications, CPD & Person Specification

2.1a Essential:

- UEFA A (L4) coaching licence
- Up to date Level 4 CPD hours
- FA Advanced Youth Award
- Current (in date) FA DBS check
- FA Emergency First Aid in Football (EFAiF)
- Current (in date) FA Safeguarding children certificate
- A minimum of 5 years experience working in an elite (professional Club) environment
- Understanding of the nature of teaching & learning in adults and young people
- Team leadership & managing people skills
- Effective problem-solver
- Current full & clean driving licence

2.1b Desirable:

- FA Psychology for Football
- FA Developing Defenders (CPD certificated)
- FA Developing Midfielders (CPD certificated)
- FA Developing Forwards (CPD certificated)
- FA Futsal L2/UEFA 'B' Award
- Sport Science / S&C qualifications
- Under graduate/post graduate qualification
- Teaching qualification
- Running & designing development programmes
- A professional football playing background

2.2 Professional Outlook & Behaviours

- Be committed to developing people & supporting their efforts to maximise their performance.
- Take Grecian Learning Environment into account when planning and reviewing all staff.
- Operate at all times and in all matters in a well organised, positive and professional manner.
- Maintain the highest standards of performance in all duties and responsibilities undertaken
- Prioritise and teach coaches how to teach themselves and in association with others.
- Set an example for coaches in how to conduct themselves professionally.
- Adopt a positive and enthusiastic outlook towards the use of sports psychology and match analysis that will encourage coaches to do the same.
- Be willing to actively assist other Academy staff in areas that will enable their progression.

2.3 Personal Qualities

- Empathic outlook & willingness to undertake a mentoring role.
- Ability to build meaningful & professional working relationships with Academy staff.
- Ability to prioritise whilst demonstrating an industrious and productive work ethic.
- Posses and demonstrate a positive mental attitude.
- Willingness to take ownership of the coaching curriculum & its associated activities.
- Effectively and efficiently communicate at all levels.
- Adopt a flexible & adaptable approach.
- Be willing to take responsibility and follow tasks to a successful completion.
- Work on own initiative, take control where needs, guide & support others.
- Be persistent, patient and an innovative problem solver.
- Show a willingness to take instruction and follow appropriate guidance.
- Show committed enthusiasm for the multi-disciplinary approach at all levels & all ages.
- Posses a demonstrable desire to see the ECFC Academy develop & progress.

Section 3 Key Performance Indicators (KPI's)

3.1 Regulatory Standards

- Meet all EHOC programme requirements.
- Fulfil all Football League (EFL) and Elite Player Performance Plan (EPPP) Rules.
- Design, develop & communicate a multi-disciplinary coaching plan that fulfils regulatory standards and incorporate input from & collaboration with other Key Staff.

3.2 ISO & EFL Audit

- Support staff in their understanding of maintaining player time-clocks & Diaries posted on PMA.
- Upload all technical & personal details required on to the Professional Game Academy Audit Company (PGAAC) Online Academy Standards Application.
- Be available and provide honest feedback for audit interviews.

3.3 Club & Academy Philosophy

- Be able to demonstrate and articulate the Club and Academy playing philosophy and style to PGAAC and other external Bodies and Agencies.
- Play a central role in the development of revised Academy culture & leadership.

3.4 Coaching Curriculum Player Development

- Review annually and propose any potential amendments regarding the technical/tactical aspects of the multi-disciplinary curriculum.
- Ensure age group coaches undertake & record Match Analysis with team, units & individuals.
- Liaise with Analysts to ensure player performance measures are completed & uploaded on PMA.

3.5 Personal Development

- Commit to an on-going process of continuous personal and professional improvement.
- Attend all relevant EFL CPD events and all ECFC in-house in-service training.
- Maintain personal professional qualifications to on going required standards.
- Fulfil & complete all EHOC programme requirements.

Section 4 Competency Framework

Competency Descriptor	Level	Level Descriptor
4.1 COMMUNICATION Effectively communicate, actively listen, gain and provide co-operation and information. [Oral and written communication is covered by the competency]	4	Confident and at ease when speaking formally. Confidence to adapt style to suite wide range of audience and ability to explain, persuade and negotiate effectively. Produce reports appropriate for internal management meetings
4.2 WORKING WITH PEOPLE Build effective rapport and relationships with customers and colleagues in order to achieve organisational and individual goals	5	Builds strong and mutually beneficial relationships. Uses diplomacy & tact in difficult or awkward situations and to resolve conflict. Some partnership working required; strengthening relationship with the community
4.3 TEAMWORKING Work in collaboration with colleagues and partners to provide a service that exceeds the customer expectations. Respect and support differences in skills, background and beliefs of colleagues and customers	5	Operates in a supervisory role but as a strong team player. Recognises and respects differences amongst team members to achieve a positive working environment
4.4 PROBLEM SOLVING AND ANALYSIS Use analytical skills to interpret, evaluate and understand a problem and the use of judgement to implement or suggest solutions	4	Operational problem solving is a core element to the role. A keen interest in problem solving using key data & accepts personal accountability

<p>4.5 RESPONSIBILITY & OWNERSHIP Take personal responsibility and ownership to exceed customer or colleague expectations. Contribute ideas and seek to resolve problems so as to improve the quality of service</p>	5	Works to develop culture of ownership and improvement across all areas. Accountable for the actions of others
<p>4.6 DECISION MAKING Make timely decisions, sometimes with incomplete information and under tight deadlines and pressure; thinks on his/her feet; initiating relevant action where appropriate</p>	4	Required to make less routine decisions, take the initiative and originate action. Able to seek guidance from others if required. Accepts accountability for decisions., whilst seeking approval from others for complex problems
<p>4.7 CREATING, INNOVATING & ADAPTABILITY Resolve issues and identify opportunities to improve the quality of service or efficiency of operations. Seek out & contribute fresh and imaginative solutions and ideas in order to improve delivery of the organisations goals. Seek ways to engage with customers</p>	4	Creates new and innovative approaches to work-related issues sometimes for wider group. Identifies and generates new and imaginative approaches, which incorporate creativity and clear solutions to (often) complex challenges
<p>4.8 PLANNING, ORGANISING & OBJECTIVITY Accurate determination of the length and difficulty of tasks and projects. Set clear and measurable goals including contingencies. Use of resources effectively and efficiently</p>	4	Takes a longer-term perspective whilst being responsive to change. Enlists appropriate resources to get things done efficiently. Timely anticipation of changing needs or priorities. Monitors & reviews own plans & those of others
<p>4.9 DRIVE AND COMMITMENT Possess & demonstrate motivation and passion whilst actively engaging in the Organisations' mission of 'continual improvement' and progression in all areas</p>	5	Leads & motivates self and others to complete necessary tasks. Sets internal standards of excellence in achieving results. Leads by example through trying new ways to achieve challenging goals. Positively acknowledges commitment of others in achieving organisational aims
<p>4.10 COMMERCIAL ACUMEN Understands key business drivers for performance and use of sound business practices. Uses sound commercial principles in all areas of responsibility</p>	3	Works to maximise own performance and that of others towards organisational goals. Understands and applies commercial and financial principles. Views issues in terms of costs, profits, markets and added value
<p>4.11 PERSUASION AND INFLUENCE Gain agreement and commitment from others by persuading, convincing and negotiating</p>	4	Uses negotiation skills to gain agreement and commitment to delivery of service
<p>4.12 LEAD AND SUPERVISE Work in collaboration with colleagues and partners to provide an excellent service. Respect and support differences in skills, background& beliefs of colleagues & customers</p>	4	Operates in a supervisory role but as a strong team player. Recognises and respects differences amongst team members to achieve a positive working environment

Interpretation

Level	Definition
1 - Priority area	Commencing
2 - Understanding	Exploring/remembering
3 - Applying	Developing/understanding
4 - Analysing	Performing/applying
5 - Creating	Maximising

Signed (Employee)

Print Name

Date

Signed (Club)

Print Name

Position

Date

Safeguarding Statement

Exeter City Football Club seeks to ensure the safeguarding, well-being and safety of all children, young people and adults at risk who engage in its activities and expect all staff and volunteers to endorse this commitment.

This post requires Enhanced Criminal Records Checks and may include checks against the Barred Lists; as such it is exempt from Rehabilitation Of Offenders Act (1974). Therefore, all convictions (including spent convictions) that have not been subject to filtering by the DBS should be declared.