



U18 Lead Coach (Professional Development Phase Coach)

Job Description & Specific Role Requirements

Reporting To & Key Liaison with	<ul style="list-style-type: none">• Head of Coaching• Senior PDP coach (U23 group)• Academy Leadership Group (ALG)• Academy Management Team (AMT)
Purpose & Role function	<ul style="list-style-type: none">• Support, guide and direct talented young players to maximise their potential in sporting performance and personal excellence• Build effective working relationships within and outside of ECFC• Uphold and demonstrate the values, standards and behaviours expected by ECFC both inside & outside the Club
Other Key relationships	<ul style="list-style-type: none">• Academy multi-disciplinary team & YDP U15-16 coaches• First Team Manager & senior technical staff• FE & HE College staff• Parents, guardians & host families (where appropriate)• LFE & EFL staff
Role Summary	<ul style="list-style-type: none">• Manage and oversee all activities with the Under 18's squad to a high professional standard• Produce a team playing quality, possession based football• Feed talented young players into the Professional Game at the highest possible level
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

- Take Grecian Learning Environment into account when planning and reviewing all sessions
- Work from an aligned and periodised coaching curriculum that is constantly under review
- Operate and manage all coaching and multi-disciplinary activities of the U18 squad of players
- Manage the U18 Youth Team in all competitive & Youth games
- Set up in advance of training sessions; start training promptly and work in a way that maximises the time when the Under 18's group are at the Training Ground
- Produce adaptable players capable of performing to a high standard in different formations and with varying tactical roles and responsibilities
- Develop a team with an attacking philosophy that is possession based and encourages quick ball movement, player movement and creativity

1.2 Organisation

- Structure and manage all aspects of practice and game planning
- Ensure all U18 players receive the required amount of playing time in games
- Ensure all U18 players fully understand and adhere to rules & guidelines set out for them
- Plan and follow a weekly timetable with the U18's that includes match analysis, sports psychology and athletic development as well as 'on the grass' coaching
- Plan, evaluate and record all training sessions ensuring that every important factor is covered appropriately (5 pillars, cycle of play, individual, unit, team)

1.3 Compliance

- Ensure that all Rules relating to youth development (EFL, EPPP) are met at all times
- Complete all necessary administration & reporting be it EFL, LFE or ECFC Next Generation Plan, within the required timescales
- Meet the required 12 hours per week (EPPP Cat 3) of 'on the grass' football coaching for all U18 players and aim for 14 hours per week (EPPP Cat 2) where possible

1.4 Relationships

- Combine and collaborate with the Senior PDP coach in practice and competitive games
- Communicate with other Club staff, players and parents in a professional and timely fashion to allow forward planning
- Demonstrate willingness and enthusiasm to cooperate and collaborate
- Establish individual, unit and team challenges & targets

1.5 Associated Activities & Commitment

- As part of the Academy Management Team; assist with the overall development and progression of the Academy with specific focus on the PDP
- Plan ahead for player reviews, conduct them with parents where possible and maintain records of the review meetings for inspection/audit
- Play an active role in the planning, organisation & delivery of in house CPD for the Academy coaching staff
- Conduct 6x weekly recorded reviews with individual players on achievement and progress
- Ensure Scholars are on task and up to date with LFE Education requirements
- Actively assist in other parts of the U18 programme, College, FA Level 2 Coaching, SEP
- Observe (weekly)YDP practice & games to advise & support junior coaches when appropriate
- In conjunction with the Head of Education & Player Care and Academy DSO; oversee & liaise with any Host Families used to house Under 18's players living away from home

1.6 Health & Safety

- Place player safety and welfare as a top priority at all times
- Ensure all medical equipment is safe and staff are on hand during practice; particularly at competitive and friendly games at all times

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 coaching licence
- Up to date Level 4 CPD hours
- FA Youth Award (complete & competent)
- Experience coaching within a Professional Football Club
- Current (in date) FA DBS check
- FA Emergency First Aid in Football (EFAiF)
- Current (in date) FA Safeguarding children certificate

2.1b Desirable:

- FA Advanced Youth Award (Professional Development Phase specific)
- FA Psychology for Football
- FA Developing Defenders (CPD certificated)
- FA Developing Midfielders (CPD certificated)
- FA Developing Forwards (CPD certificated)
- Sport Science / S&C qualifications
- Under graduate/post graduate qualification

2.2 Professional Outlook & Behaviours

- 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 players how to teach themselves
- Set an example for the players in how to conduct themselves in a professional manner
- Adopt a positive and enthusiastic outlook towards the use of sports psychology and match analysis that will encourage players to do the same
- Hold realistic expectations based on budgetary constraints
- Be willing to actively assist other Academy staff in areas that will enable the progression and development of the ECFC Academy
- Be willing to support & work with external expertise in the Academy interests (e.g. FAYCD)

2.3 Personal Qualities

- Demonstrate an industrious and productive work ethic
- Positive mental attitude
- Ability to communicate well at all levels
- Flexible & adaptable approach
- Willingness to take responsibility and follow tasks to a successful completion
- Ability to work on own initiative and take control
- Desire to learn and implement 'the Exeter Way'
- Persistent, patient and innovative problem solver
- Willingness to take instruction and follow guidance
- Enthusiasm for coaching at all levels and all ages
- Desire to see the ECFC Academy develop and progress

Section 3 Key Performance Indicators (KPI's)

Professional Development Phase (16-18yrs)

3.1 Regulatory Standards

- Meet all Category 3 requirements and as many Category 2 standards as possible
- Fulfil all Football League (EFL) and Elite Player Performance Plan (EPPP) Rules
- Deliver a minimum 12 hours 'on the grass coaching' per week (U18's), working towards 14 hours
- Ensure all U18 players receive the minimum number of competitive youth games
- Ensure all Scholars fulfil LFE commitments and are up to date

3.2 ISO & EFL Audit

- Maintain player time-clocks & post on PMA
- Upload all technical & personal details required on to ISO Audit Tool
- 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 ISO and other external Bodies and Agencies

3.4 Coaching Curriculum Player Development

- Review annually and document any amendments to the technical/tactical aspects of the multi-disciplinary curriculum for the PDP with respect to the U18 programme
- Undertake and record Match Analysis with team, units & individual players
- Account for, communicate & display relevant statistics in matches that link to the playing philosophy & position specific requirements
- Discuss, agree & evaluate ILP's for all U18 players as part of the review process
- Attend all EFL/PL 'exit trials' to evaluate potential acquisitions

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

3.6 Player Productivity

- 100% progression from 1st year to 2nd year scholar
- 40% of 2nd year scholar group to achieve a professional contract
- 50% of recruited players, 16-18, to achieve a professional contract
- 50% of 1st Team squad to be comprised of Academy developed players

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	4	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	3	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
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	4	Works to develop culture of ownership and improvement across all areas. Accountable for the actions of others
4.6 DECISION MAKING Make timely decisions, sometimes with incomplete information and under tight deadlines and pressure; thinks well on his or her feet; initiating relevant action where appropriate	3	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
4.7 CREATIVITY & INNOVATION Step forward to personally 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	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
4.8 PLANNING & ORGANISING Accurate determination of the length and difficulty of tasks and projects. Set clear and measurable goals including contingencies. Use of resources effectively and efficiently	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
4.9 DRIVE AND COMMITMENT Possess & demonstrate motivation and passion whilst actively engaging in the Organisations' mission of 'continual improvement and progression'	4	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

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	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
4.11 PERSUASION AND INFLUENCE Gain agreement and commitment from others by persuading, convincing and negotiating	3	Uses negotiation skills to gain agreement and commitment to delivery of service
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	3	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

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

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.