



**Job title:** Foundation Phase Coach, Grimsby Town Football Club Academy.  
**Pay Scale:** Commensurate with experience.  
**Responsible to:** Foundation Phase Lead.  
**Responsible for:** Age group players & parents.  
**Locations:** Blundell Park, Cheapside Training Ground and the Oasis Academy Wintringham.

### **1. Purpose of the Job:**

To coach and manage a Foundation Phase (u9-u12's) age group.

### **2. Main Responsibilities:**

- To liaise with the Foundation Phase Lead and Head of Academy Coaching on all matters relating to the age group.
- To work in line with the Academy Philosophy, upholding the Academies 'aims, vision and values' at all times.
- To work within and uphold all the Academies policies, procedures, codes of conduct, guidance documentation and best practice guidelines, including; Safeguarding, Health & Safety, Equality, Inclusion and Diversity and Codes of Conduct.
- To deliver the age specific Academy coaching syllabus to the age group as per the Academy timetable.
- To complete weekly session plans and individual player reviews and assessments and upload to the PMA in accordance with the designated coaching syllabus.
- To coach and manage a Foundation Phase age group in the scheduled Academy games programme
- To complete all administrative requirements for the respective age group, inputting all data on the PMA in a timely manner.
- To attend and play an active role in regular staff meetings, for both the phase and whole Academy, reporting on Foundation Phase age group issues, including: player performance, progression and development
- To maintain appropriate levels of individual CPD as outlined within the Youth Development Rules and as required to retain FA Licensed coach status.
- To liaise with the Foundation Phase age group players' parents/guardians with regards to player development and progress at the Academy.
- Ensure awareness and implementation of best practice policies and guidelines.
- To show clear evidence of planning and evaluating age group training sessions and player development.
- To ensure that all relevant PMA administration is kept up to date for the age group, including; session planning, evaluations, attendance registers and match assessments (this list is not exhaustive).
- Provide players within the age group Individual Learning Plans (ILP's).
- Ensure age group, player assessments & evaluations are up to date and complete on the PMA, including player feedback.

- To develop and maintain positive relationships with grassroots teams, managers, coaches and other such officials.
- Provide players with clear, concise and appropriate match day objectives for every age group game.
- To provide weekly reports on matches and individual performance and progress within the age group.
- To contribute to an Academy best practice session plan library.
- Provide player objectives, ensuring they are available and visible before every session and match.
- To ensure 12 weekly reviews, half and yearly assessments are compiled and delivered in a timely and appropriate manner prior to player and parent meetings.
- To ensure match day objectives are completed and visible for all age group players for all age group games.
- To ensure all age group players play a minimum of 50% of the games programme.
- To be prepared to do any other duties, as required to further the development of the Club and Academy as and when required.

### **3. Person Specification:**

#### **Qualifications**

##### **Essentials:**

- UEFA B Licence
- FA Youth Modules 1,2 & 3
- FA Safeguarding Certification
- Basic First Aid for Sport (BFAS)
- Enhanced DBS Clearance

##### **Desirable:**

- FA Youth Award

#### **Knowledge, Skills & Experience:**

- Strong Leadership and Management Skills.
- Excellent Communication Skills.
- Experience working with the Premier League PMA System.
- A working knowledge and understanding of professional football.
- Experience in talent identification and recruitment of players.
- An understanding of Sports Science and Medicine.
- Competence in all MS Office packages with experience of recording and reporting information.
- Experience of dealing with minors and an excellent understanding of Child Protection and Safeguarding procedures including the relevant clearances for individuals.

- An understanding of the EFL Youth Development rules and regulations.
- Previous Experience of Management within an Elite Sports Environment.
- A comprehensive understanding of the Elite Player Performance Plan (EPPP).
- Full clean driving licence.

**4. Supervision / Management of People:**

- Foundation Phase Players, Parents / Carers.

**5. Contacts and Relationships:**

- Academy Manager
- Head of Academy Coaching
- Operations Manager
- Lead PDP Coach
- Lead FDP Coach
- Lead YDP Coach
- Head of Academy Medicine and Sports Science
- Head of Recruitment and Scouts
- Education and Welfare Officer
- Academy Administrator
- Safeguarding and Welfare Officer
- Academy Goal Keeper Coach
- Academy Scouts
- Governing bodies, including LFE, EFL & The FA
- Footpass Ltd or other appointed auditors
- Grass roots coaches / managers and other officials
- Oasis Academy Wintringham staff

**Safeguarding Statement:**

Grimsby Town Football Club is committed to safeguarding the welfare of children and young people and expects all staff and Volunteers to endorse this commitment. This post requires an Enhanced Disclosure and Barring Service Check (DBS) 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. Relevant information and / or documents will be distributed as part of the recruitment process.

**Equality, Diversity and Inclusion:**

Grimsby Town Football Club's commitment to Equality, Diversity and Inclusion is to confront and eliminate discrimination whether by reason of age, gender, gender reassignment, sexual orientation, marital status or civil partnership race, nationality, ethnicity (race), religion or belief, ability or disability, pregnancy or maternity and to encourage equal opportunities (Protected Characteristics, Equality Act 2010).

Employees of Grimsby Town Football Club must ensure a positive commitment towards equality, diversity and inclusion by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relationships between all internal and external stakeholders.

**BAME Declaration:**

Grimsby Town Football Club supports The English Football League's (EFL) introduction of positive action measures aimed at tackling the under-representation of coaches and managers from Black, Asian and Minority Ethnic (BAME) backgrounds. Grimsby Town Football Club will shortlist at least one suitably qualified BAME candidate (where an application has been received) for all roles within the Academy which require a UEFA A or UEFA B Licence.

**General Information:**

The employee must at all times carry out their duties with due regard to Grimsby Town Football Club policies and procedures.