



## Job Description

### Post Title

Individual Coach

### Department/Location

Academy / the Canalside Training Complex

### Reports To

Head of Football Operations  
Academy Manager

### Responsible For

Working with individual players across the Club on their specific training programmes and needs.

### Purpose of the Role

To coach and mentor players (predominantly but not exclusively B Team & U19s) and prepare them for the demands of the First Team through delivery of the Club's coaching programme. The post holder will work alongside the Academy Manager and Academy Coaches to ensure that each player's IDP (Individual Development Plan) is implemented in a comprehensive and logical manner.

### Functional Links

**Internal:** Head of Football Operations  
Academy Manager  
Academy Secretary  
Coaching Team  
Physical Performance Team  
Medical Team  
Recruitment Team  
Players  
Staff and Managers throughout the Club and Foundation

**External:** Coaches at other professional football clubs  
Regulatory bodies (e.g. FA Premier League, English Football League, Football Association)

### Key Performance Indicators

- To follow the coaching framework set and agreed by the Club and produce detailed 6 weekly reports on individual player development; and,
- To ensure Academy players' development is well-coordinated and monitored, to facilitate progression to First Team football.



## Role Specific Responsibilities

### Coaching

- To manage and work with the Academy staff to plan, deliver and evaluate coaching sessions in accordance with the Club Philosophy, Coaching Plan and Coach Competency Framework (with a clear focus on individual players rather than the team).
- To provide constant assessment of the training programme across the whole club to identify opportunities to provide extra sessions and information to individual players;
- Target players that are not starters in matchday squads for extra individual training sessions;
- Be proactive in mentoring and providing one to one reviews and sessions with individual players around the existing training schedule;
- Work closely with the analysis department to provide video footage examples to players based on the club's PSCs and playing philosophy;
- Ensure detailed evaluation of the players' performance in matches against the players' individual aims;
- To assist coaches in the delivery of team training sessions;
- To assist B team and U19s coaches with match day delivery;
- To work with relevant support staff to ensure that the training programme is clearly planned, with clearly defined objectives on a Macro, Meso and Micro level;
- To ensure that each session delivered is documented using SAP;
- To ensure that individual learning objectives link to the Club Coaching Programme and Terriers identity;
- To work with the PDP staff to plan, deliver and evaluate every coaching session using methodology and vocabulary specified within the Academy Coaching Philosophy;
- To ensure that the Performance Clock is maintained and updated daily for each player on the PMA, reflecting all training information;
- To ensure all sessions are delivered with a compliant approach to Health and Safety;
- To develop and maintain a positive learning environment to maximise each player's learning potential in line with the requirements of the Coach Competency Framework; and,
- To exhibit touchline behaviour according to the Coach Competency Framework.



## Performance Reviews

- To work with Academy staff to prepare and conduct 6 weekly performance reviews (IDPs) for each player, involving all Multi-Disciplinary Departments in the process;
- To link IDPs to the Positional Specific Characteristics of the Academy Coaching Programme;
- To work closely with the Performance Analysts, to ensure video evidence is available to support each IDP;
- To be proactive in setting individual analysis tasks based on their IDPs; and,
- To ensure all information relating to performance reviews is maintained on SAP.

## General Duties

- To attend Academy meetings as requested to ensure appropriate departmental communication, planning and evaluation;
- To attend any special events, dinners and functions as may occasionally be required;
- To attend at least five hours of in-service training provided by the Football Association each year;
- To attend First Aid Training for Academy Coaches provided by the Football Association at least once every three years;
- To contribute to parents' evenings and player/ parent review meetings to maintain a positive relationship with players and their parents/carers;
- To create a positive environment for player development;
- To provide genuine care for each player as an individual striving to develop a rapport and relationship based on mutual trust, Club values and the Academy philosophy;
- To provide a safe environment in which the player can learn without fear of abuse, consistent with the Club's Education and Welfare philosophies; and,
- To execute additional tasks as required in order to meet the Club and Academy's changing priorities.

This job description is not intended to be exhaustive and the post holder is required to undertake any other duties as may reasonably be required by the Academy Manager, the Head of Football Operations, and/or any other Senior Manager/Director within the Club.



## Behaviour/Conduct

The post holder is required to:

- Be proactive with workload and interventions;
- Seek to continually develop their skills and knowledge;
- Adopt an organised and structured approach to fulfilling the duties and responsibilities of the role;
- Communicate appropriately at all levels;
- Be flexible to fit the development and growth of the organisation;
- Be flexible in hours of work;
- Be trustworthy and adhere to the Club's Code of Conduct and Ethics;
- Adhere to protocol and respect confidentiality in all matters, also protecting any data relating to the area of work in accordance with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR) 2018;
- Consistently demonstrate high standards of behaviour and appearance and encourage the same from others;
- Demonstrate a commitment to safeguarding and promoting the welfare of children and young people, and
- Be respectful of others and behave in a non-discriminatory manner, taking account of all protected characteristics as specified in the Equality Act 2010.

## Additional Information

### Safeguarding:

Huddersfield Town Association Football Club (HTAFC) Ltd. is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We anticipate that the role of Professional Development Coach will involve the supervision of and work with children and young people or vulnerable adults; therefore, the post holder will require an Enhanced Criminal Records Check (CRC) through the Disclosure and Barring Service (DBS) and clearance for work in football by the FA.

As such, this post is exempt from the rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions.

The post holder will also be required to undergo Safeguarding Training, to be agreed with the Head of Safeguarding.



## Equality, Diversity and Inclusion

HTAFC and The Huddersfield Town Foundation are diverse environments in which we respect all characteristics under the Equality Act 2010; we want everyone to feel valued and included within the Club and Foundation and to be able to achieve their full potential. HTAFC and The Huddersfield Town Foundation have a zero-tolerance approach to any form of discrimination and are committed to the redress of any inequalities by taking positive action where appropriate. All employees must consistently support and uphold this zero-tolerance approach.

**Accepted by:**

**Name (Printed)** .....

**Name (Signed)** .....

**Date** .....

**This Job Description was prepared in October 2020.**

**The proposed review of this Job Description is July 2021.**

## Person Specification

### Post Title

Individual Coach

Area of Expertise	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of mentoring individual players within a football environment.</li> <li>• Minimum of 5 years' experience of working in professional sport.</li> </ul>	
<b>Qualifications and Professional Accreditation</b>	<ul style="list-style-type: none"> <li>• Live Child Protection/ Safeguarding certificate.</li> </ul>	<ul style="list-style-type: none"> <li>• UEFA B Coaching Licence or above.</li> <li>• Advanced Youth Award.</li> <li>• Undergraduate degree (or equivalent) in Teaching / Coaching / Sports Management or a Sports Science related subject.</li> </ul>
<b>Specific Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to work with and through a multidisciplinary team to effectively drive the players' individual development plan (IDP) process.</li> <li>• Ability to track/monitor the players' IDPs in a strategic and developmentally appropriate manner.</li> <li>• Ability to embed, coach and develop the required technical/ tactical elements of the Club's philosophy within the players' IDP.</li> <li>• Excellent communication and interpersonal skills evidenced through positive and productive relationships with all stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent IT skills, including the ability to manage and work with data and associated systems (e.g. SAP electronic database system or equivalent).</li> <li>• Competent in using Hudl analysis software.</li> </ul>

Area of Expertise	Essential	Desirable
<b>Specific Skills and Knowledge (continued)</b>	<ul style="list-style-type: none"> <li>• Ability to form positive relationships with young people and maximise their potential.</li> <li>• Creative approach to problem-solving.</li> <li>• Ability to influence others e.g. stakeholders and colleagues.</li> <li>• Well-organised with the ability to manage own workload and multiple priorities.</li> </ul>	
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>• Passionate about making a difference through sport.</li> <li>• Committed to professional and personal development.</li> <li>• Flexible approach to work, to meet the needs of the business.</li> <li>• Suitable to work in an environment in which there will be contact with children and young/vulnerable adults.</li> <li>• Committed to equality and diversity initiatives, and anti-discriminatory practice.</li> <li>• Full UK driving licence and access to own transport.</li> </ul>	