



## Job Description & Person Specification

### Position Details

**Position:** Development Centre Assistant Co-ordinator

**Department:** Academy

**Reporting To:** Pre-Academy Lead Coordinator

**Overall Objective:** To deliver high quality coaching sessions in the Regional Development Centre, supporting the Lead Co-ordinator in the identification and development of players for the Elite programme.

### Job Description

**Main duties:**

- To plan and deliver high quality coaching sessions for a variety of U6-U11 groups.
- To support the transition of players from the Development Centre into the Elite teams.
- To ensure the Development Centre has strong links with Grassroots clubs across the region.

**Key tasks:**

- To coordinate and deliver sessions as directed by the Development Centre Lead Co-ordinator including communicating with coaches, parents, grassroots clubs and leading the sessions.
- To ensure the quality of delivery meets Academy expectations and philosophy.
- To build strong relationships with players, parents and grass roots clubs.
- Scout games as required by the Academy.
- The job will require you to work unsociable hours including evenings and weekends.

The above Job Description is not intended to be exhaustive, the duties and responsibilities may therefore vary over time according to the changing needs of the Club.

## Person Specification

### Essential

- Level 2 FA Coaching Qualification.
- Youth Modules.
- Previous experience in Academy football.
- Excellent written skills with excellent accuracy and attention to detail.
- Demonstrates honesty, integrity, reliability and the ability to ensure confidentiality at all time.
- Friendly, well organized with the ability to multi-task and perform well under pressure.
- Possess strong time management skills and have a flexible approach to work.
- A commitment to continuing professional development.
- Holds an in-date FA Safeguarding Children Certificate or is willing to complete the FA Safeguarding Children Workshop within 3 months.
- Holds an in-date FA First Aid Certificate or is willing to complete the FA First Aid Course within 3 months.

### Competencies

- Communication: Able to communicate to the highest level, listens, interprets and conveys information in a clear and accurate manner, provides timely delivery of information and selects the most appropriate method of communication.
- Teamwork: Works within a multi-disciplinary team environment, co-operates with others, considers the needs of others and helps others to achieve objectives.
- Taking ownership: Ability to work autonomously on own initiative, pro-active in managing one's own time, building an understanding of the internal and external environment in order to deliver work in a highly effective and professional manner.
- Relationship Management: Is able to use a range of appropriate techniques to build strong relationships with players, parents and stakeholders.
- Excellent IT skills (including excellent MS Office – word, excel, PowerPoint).
- Able to work to tight deadlines.

### Values

- To adhere and communicate the Academy values to stakeholders whenever the opportunity arises.
- Integrity: Able to act in an ethical manner at all times, treat individuals with respect and demonstrate trustworthiness and honesty at all times.
- Innovation: Able to be forward thinking and strive to continuously improve our work.
- Inclusive: Be welcoming to all and create an environment of openness.
- Professionalism: The ability to maintain professionalism and a calm demeanor at all times.
- Pride: Take pride in your actions and decisions and exhibit enthusiasm and excellence.

### Desirable

- A full clean driving license
- UEFA B
- FA Talent Identification

## Role Requirements

- To be able to work on matchday weekends and evenings, including Public Holidays
- To comply and promote the Club's policies and procedures to include Safeguarding, Equality & Diversity and GDPR compliance
- Understanding of the governance, security and cyber security requirements including areas such as General Data Protection Regulations (GDPR)
- To undertake required training including mandatory Club Equality and Diversity, Health and Safety and Safeguarding Induction.
- This role is subject to satisfactory completion of the FA Enhanced DBS Check

*This Job Description may be changed and amended from time to time at the discretion of the Club.*

*Leicester City Football Club is an inclusive employer and will provide equality and fairness for all employees. Leicester City Football Club opposes all forms of unlawful and unfair discrimination. Please refer to our Equality and Diversity Policy for further information.*

Employee Signature \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_

Director Signature \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_