

JOB DESCRIPTION

Job Title: Academy Lead Youth Development (U15/16) Coach	Current Job Holders: James Townsend
Department: Academy	Effective Date: Start of employment
Location: The Brache & Matchday Venues	Role Type: Employee

JOB PURPOSE

To be responsible for implementing the Academy coaching programme and developing players technically, tactically, physically and psycho-socially in the Youth Development Phase (U15-U16s) at Luton Town FC and assisting the PDP coaching staff on designated days.

Focus will primarily be on the development of the following areas of support;

- Aligning the Academy Youth Development (U15/16) coaching and support staff to the Luton Town FC philosophy.
- Overall delivery of targets and the running of Luton Town Football Club 2020 Ltd (LTFC), with particular focus on the Youth Development (U15/16) Phase.
- Recruiting players for the Academy Youth Development (U15-16)
- To commit to the collective decisions of the Board.

KEY RESPONSIBILITIES

- To oversee coaching sessions and match day fixtures in the Youth Development Phase (U15-U16s) in tandem with the club philosophy and coaching syllabus.
- To organise Academy (U15-U16s) players' logistics for all training sessions, fixtures, tournaments and Academy events.
- To complete all relevant information on the PMA. To monitor the PMA for all part time Youth Development Phase (U15-U16s) staff.
- To complete all relevant action plans as directed by the Academy Head of Coaching with regards the coach competency framework.
- To assist the PDP Coaching Staff (U17-U21) with the coaching of sessions on designated days.
- To complete all staff SMART targets on a seasonal basis which will form part of the bi-annual appraisal process.
- To lead the appraisal process for support staff working with the U15/16s age groups.
- Be responsible for maintenance of training / match balls, bibs, cones and all other relevant equipment as required by the Academy.
- To lead all Academy U15/16 training sessions, fixtures and all other activities.
- To attend all in-service and coaching days as directed by the Academy Manager and Head of Coaching.
- To recommend and recruit players for the Academy with a particular focus on the initial signing of U15-U16s in tandem with the Academy Head of Recruitment.
- To assist in the decision making process regarding the signing, or not of Academy trialists and the retention of players currently at the club.
- Construct and deliver detailed twelve-week individual player progress reviews with parents and any other relevant coaching staff.

- Multi-disciplinary communication between staff, players and parents to ensure optimal well-being and development of all Academy players.
- Maintain honesty and integrity at all times when working with young players at the football club.
- Be presentable, smart and personable at all times when representing Luton Town Football Club.
- To undertake all reasonable tasks delegated by the Academy manager and Head of Academy coaching.

Health & Safety:

Employee requirements:

- Maintain up to date knowledge of Health & Safety related guidance and processes within your role and in line with the Club's Health & Safety Policy.
- Consider the Health & Safety implications of all actions and inaction within your role.
- Support and uphold agreed standards for Health & Safety compliance, including assisting in accident, dangerous occurrence and near miss investigations within your role.
- Follow and adhere to; safe management systems and working practices in line with the Club's Health & Safety Policy.
- Ensure you have been briefed and are confident in using any equipment prior to use and seek guidance from your line manager as required.
- Regularly review risk assessments, safe working, and management systems associated with your role.
- Liaise regularly with the Club's appointed Health & Safety representatives to support and maintain compliance
- Maintain records of all Health & Safety issues within your role and area of responsibility.

MAIN JOB REQUIREMENTS AND PERSON SPECIFICATION

Education/Qualifications/Training:

- **Essentials**
 - UEFA A Licence (Level 4)
 - The FA Advanced Youth Award (U12 – U16)
 - Extensive experience of coaching and/or coach development in an elite environment
 - A high level of knowledge of the Academy PMA system
 - Valid FA Safeguarding Children Certificate
 - Valid Emergency First Aid in Football (EFAIF) Certificate
 - Hold an enhanced DBS check
 - Full UK Driving Licence
- **Desirables**
 - UEFA Pro Licence
 - Degree level in Sport Coaching / Pedagogy
 - The FA Licensed Tutor Status
 - MIDAS minibus driving license (D1)

Specific Experience:

- Build relationships throughout the Academy and broader areas of the club
- Ability to develop and upskill other staff when required
- Substantial experience in a similar or related role, demonstrating development and continuous improvement
- Excellent IT skills and experience in use of all Microsoft Office products

- Committed and driven by deadlines and results

Abilities/Skills/Knowledge:

- Committed, enthusiastic and passionate about the development of players at Luton Town Football Club.
- Ability to work as part of a team as well as using one's own initiative.
- Undertake self-development to ensure knowledge in relation to all aspects of coaching and coach development is up-to-date and forward thinking.
- An understanding of a range of learning styles to optimise the development of young players.
- Able to communicate effectively with players, parents and fellow staff members at all levels.
- Able to adapt to the demands of the job and needs of the players / coaches.
- Willing to follow and promote the philosophy of the football club.
- Be an ambassador for Luton Town Football Club always presenting the club in a positive image.

Additional Information:

- This a Full-Time role
- Applicants must be eligible to live and work in the UK

SAFEGUARDING STATEMENT

The Club is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

The Club has systems in place to ensure that the welfare of vulnerable groups is dealt with appropriately and sensitively. Everyone working at the Club has a duty of care to safeguard the welfare of children and young people by creating an environment that protects them from harm. Our standards of practice ensure all staff are fully aware and understand their responsibilities under safeguarding legislation and statutory guidance.

The Club ensures that all staff that have a direct responsibility for children, young people or vulnerable adults, have been subject to the most stringent of recruitment practices which include Criminal Record Checks and reference checks. These staff are alert to signs of abuse or maltreatment and will refer concerns to the relevant Designated Safeguarding Officers using the agreed safeguarding procedures.

EQUALITY STATEMENT

The individual must at all times, carry out their duties with due regard to the Clubs policies and procedures and in particular the Club's Equality, Diversity and Inclusion Policy.

The individual must ensure a positive commitment towards equality and diversity 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. The individual must contribute to encouraging equality and respecting diversity by embedding such values in the workplace and challenging inappropriate behaviour and processes.

DOCUMENT APPROVAL

.....

Line Manager Signed

.....

Employee Signed

.....

Date

.....

Date