



# STEVENAGE FOOTBALL CLUB

**Stevenage FC Ltd**  
The Lamex Stadium  
Stevenage  
Herts, SG2 8RH  
01438 223223

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## Professional Development Phase Coach (Full Time)

### Job Description

<b>Job Title</b>	<b>Professional Development Phase Coach (Full Time)</b>
<b>Department</b>	Academy
<b>Reports To</b>	Head of Coaching
<b>Direct Reports</b>	Academy Manager
<b>Key Contacts</b>	<u>Internal</u> – Academy Players, Academy Manager, Head of Coaching, Lead Academy Coaching Staff, Part Time Coaching Staff, Lead Academy Physio, Lead S&C Coach, Head of Academy Recruitment, Academy Operations Manager. <u>External</u> – Opposition Club Coaches, Parents, Regulatory Bodies (EFL, The FA, PFA, LFE)
<b>Budgetary Responsibilities</b>	None
<b>Location</b>	Based at Shephalbury Sports Academy, Broadhall Way, Stevenage, Hertfordshire SG2 8NP
<b>Hours</b>	40 hours per week
<b>Job Purpose</b>	The role includes overseeing the delivery of the U16-U18 coaching programme. Working closely with the Academy Manager, Head of Coaching and other lead phase coaches to ensure departmental performance targets are maintained and achieved. The successful applicant will manage and oversee all operations of the Professional Development Phase, work with the coaches within this Phase to plan, deliver and evaluate coaching sessions via the PMA in accordance with the Club Philosophy.
<b>Remuneration</b>	Dependant on Qualifications & Experience



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<b>Role Responsibilities &amp; Key Duties</b>	
<b>Coaching</b>	
<b>1</b>	Manage the day to day operations of the phase
<b>2</b>	Work with other coaches in the Academy Management Team to develop and maintain designated area of the EPPP
<b>3</b>	Work with the Professional Development Phase staff to plan, deliver and evaluate every coaching session in accordance with the Academy philosophy and coaching programme.
<b>4</b>	Ensure that the training programme is clearly planned and executed to develop 'Independent Operators' through Individually assigned Learning Plans and Session considerations.
<b>5</b>	Evaluate coaching sessions, documenting achievements of learning objectives and progress of individuals on the PMA
<b>6</b>	Ensure Learning Objectives are attained across the Micro/Meso and Macro periods
<b>7</b>	Maintain an open, multi-disciplinary approach to your daily tasks and liaise frequently with sport science, medicine and recruitment.
<b>8</b>	Ensure frequent evaluation of staff, players and the coaching syllabus
<b>9</b>	Ensure the coaching vocabulary and coaching methods are maintained throughout sessions.
<b>10</b>	Upload and Maintain evidence on the PMA
<b>11</b>	Communicate professionally with parents, players and staff on a regular basis.
<b>12</b>	Develop and maintain a positive learning environment to maximise each players learning potential.
<b>Match Days</b>	
<b>13</b>	Attend required match day venues and ensure match day planning is maintained.
<b>14</b>	Document individual player planning for match days
<b>15</b>	Make sure staff emphasise learning objectives during their interventions using existing vocabulary and match day processes
<b>16</b>	Ensure the coaching vocabulary is regularly used n match day
<b>17</b>	Ensure evaluations of match days take place
<b>18</b>	Arrange additional games as deemed necessary to maintain performance targets within the department.
<b>19</b>	Demonstrate impeccable touchline behaviour and take a lead on ensuring the same from staff and spectators.
<b>20</b>	Liaise with GK coach to maintain relationships with the GK's in your phase.
<b>Reviews</b>	
<b>21</b>	Organise and conduct the multi-disciplinary reviews every 6 weeks for your phase
<b>22</b>	Link player performance reviews to the learning outcomes of the Academy coaching programme
<b>23</b>	Develop the video library within the phase working in collaboration with the analysis department
<b>24</b>	Present all retain/release information to the Academy manager and Operations manage ahead of EFL deadlines
<b>25</b>	Present player/parent review meetings every 10 weeks as per club guidelines
<b>26</b>	Maintain all PMA evidence in relation to reviews
<b>Recruitment &amp; General Duties</b>	
<b>27</b>	Help identify talented local footballers who can one day play for the first team
<b>28</b>	Oversee the Recruitment plan for your phase



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29	Continually evaluate the succession planning to present to the Academy Manager
30	Attend all Academy meetings where required and ensure you work towards own Development Action Plan assigned to you by the Head of Coaching in line with the CCF.
31	A minimum of 37.5 hours per week to be agreed with Academy Manager
32	Flexibility to work in this role is essential – evenings and weekend work may be required
33	Annual leave to be taken as agreed with the Academy Manager
34	Attend all CPD as instructed by Head of Coaching
35	Contribute to parents evenings and other phases where required
36	Display high standards of performance as outlined in accompanying Code of Conduct
37	Contribute towards a positive working environment
38	Provide genuine care for players within the Academy and offer a safe environment where players can succeed
39	Undertake other duties as directed by the Academy Manager
40	Undertake other duties as directed by the Technical Board

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## Professional Development Phase Lead Coach (Full Time)

### Person Specification

Qualifications	Essential	Desirable
1 UEFA A licence	✓	
2 Basic First Aid for Sport	✓	
3 Advanced Youth Award	✓	
4 Safeguarding & Child Protection	✓	
5 PTLTs or Teaching Qualification (PGCE, MSc)		✓
6 FA Licenced Tutor		✓
7 Sports Coaching/Science or Sports Management Degree		✓
<b>Skills, Knowledge &amp; Experience</b>		
8 Extensive knowledge and experience of the role and the position	✓	
9 Experience working across academy age groups	✓	
10 Experience working with young professional players		✓
11 Understanding of the Elite Player Performance Plan (EPPP)	✓	
12 Experience of scouting & talent identification processes and procedures		✓
13 IT skills to include the ability to use Performance Management Application (PMA) software and Microsoft Office (Excel, Word and Outlook)	✓	
14 Excellent interpersonal and communication skills	✓	
<b>Attitude/Behaviours</b>		
17 Ability to work under pressure and to tight deadlines	✓	
18 A genuine team player	✓	
19 A reliable individual	✓	
<b>Personal Qualities</b>		
20 Displays a high level of discretion	✓	
21 Personable with an ability to build individual relationships	✓	
22 Hardworking and enthusiastic	✓	



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- |    |  |   |
|----|--|---|
| 23 | Empathetic to young players                | ✓ |
| 24 | Ability to adapt to changing circumstances | ✓ |
| 25 | Loyal and committed                        | ✓ |

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## Safeguarding Statement

Stevenage 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 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".

Relevant information and / or documents will be distributed as part of the recruitment process.

## BAME Declaration

The English Football League has introduced positive action measures aimed at tackling the under-representation of coaches and managers from Black, Asian and Minority Ethnic (BAME) backgrounds. New regulations require clubs to shortlist at least one suitably qualified BAME candidate (where an application has been received) for all roles in Academy football that require a UEFA A or UEFA B Licence.

As part of the application process, you will therefore be asked to declare your ethnicity.

## E & D Statement –

Stevenage Football Club is an equal opportunities employer and staff will be regarded equally and will be given equal opportunities irrespective of sex, age, race, religion or belief, marriage or civil partnership, disability, sexual orientation, gender reassignment, pregnancy or maternity, ethnic or national origin.

Further training on Anti-Discrimination and Inclusion is available to all.



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