

The Albion Foundation

Girls Regional Talent Centre

Support Coach

Job Description & Person Specification



Purpose: The post holder will be responsible for supporting and where required leading, coaching and developing a specific Girls RTC age group.

Responsible to: Head of Women's & Girls Football

Duties & Responsibilities

- Helping to nurture the players within your age group to reach their potential in a fun, safe and challenging environment.
- Delivering and supporting high quality coaching to sessions to develop all players within your age group; utilising the support of the Head coach effectively wherever possible. Sessions should be in line with Senior Managers expectations and recognise vision and philosophy, and what is suitable for the players.
- Ensuring that players and parents abide by the Club's Code of Conduct and Respect guidelines
- Support the recruitment processes of bringing players to the FC in line with our core values and trial process with fairness and without bias.
- To support the Centre Manager in responsibility for all fixture confirmation, training ground bookings, transport arrangements, officials, securing of home ground, liaising with home ground regarding match day arrangements, securing turnstile operators, payment of officials
- To oversee or delegate responsibility for all match day kit, equipment
- To liaise with other age group coaches around best practise, players going through age group transitions etc.
- Complete all admin processes, session planning methodology, reviews and other operational requirements on time and to a high quality.
- Attend 100% of CPD events lead by Technical Director or Head of Women's football, and undertake in your own CPD programme
- To work where possible with the Head of Women's football, WBA FC Women's Development coaches, and WBA FC Girls RTC Lead and senior staff to develop and embed a transparent and productive philosophy and 'on pitch identity'.

Other General Duties:

- Ensure the Girl's RTC compliments strategically and operationally West Bromwich Albion Football Club and The Albion Foundation
- Work with schools, colleges and University to develop further initiatives and opportunities across curriculum and beyond.
- Develop resources that support professional development of staff within the Foundation and participants of the programme where necessary.
- Developing and strengthening links with external organisations that fall within the department (e.g. WBA FC Academy, FA, Sandwell Academy, UCB, Newham University, local junior clubs).
- Ensuring all activities are delivered in accordance with The Foundation and Governing Body Health & Safety Guidelines and the Welfare of all participants is paramount.
- Maintain relevant personal CPD to retain coaching and education qualifications and to develop your personal knowledge for the benefit of both yourself, WBA FC & The Albion Foundation

- Complying with the company policy requirements for Equal opportunities, Racial Equality, Sex Discrimination and Disability.
- Using ICT as required and to gain qualifications appropriate within the field in order to carry out the role of the job.
- Such other duties as may be appropriate to achieve the objectives of the post to assist the company in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
- You will be expected to accept reasonable flexibility in working arrangements and the allocations of duties to reflect the changing roles and responsibilities of West Bromwich Albion FC. Any changes arising will take into account salary and status. They will also be subject to discussion with individuals or sections within the organisation.
- To at all times represent West Bromwich Albion Football Club and The Albion Foundation in a professional manner regarding to dress, presentation, personal hygiene, attitude, conduct and professionalism.
- To be able to work flexible and unsociable hours where the role of the job requires.

Person Specification

Area	Qualities	Essential	Desirable	Measured
Qualifications	FA Level 2 Award or Above	✓		Application
	FA Licensed	✓		Application
	FA Licensed	✓		Application
	Knowledge and understanding of child protection issues including holding a current FA Safeguarding Children Workshop certificate	✓		Application
	An accepted Enhanced FA CRB (Criminal Records Bureau) Disclosure	✓		Application
Experience	Must be an outstanding practitioner and have previous proven track record of working within elite coaching, the girls and women's game.	✓		Application/Interview
	Working across a public, private and voluntary sector in a multi-agency approach.	✓		Application/Interview
	Experience of coaching young players	✓		Application/Interview
	An appreciation and experience of mentoring and developing other coaches	✓		Application/Interview

Personal	Hold a valid driving licence	✓		Application
	Have access to own transport	✓		Application
	Reliable and dependable	✓		Reference