



<b>Job Title:</b>	Part time Academy Coach	<b>Reports to:</b>	Lead Phase Coach
<b>Based at:</b>	Christopher Park Training Ground		
<b>Department:</b>	Academy		
<b>Job Purpose:</b>			
Responsible for the delivery of high quality coaching in line with the Youth Development/ Foundation Phase syllabus to all players within their designated age group.			
<b>Jobs reporting into the job holder:</b>		N/A	
<b>Key responsibilities and duties:</b>			
<ul style="list-style-type: none"> <li>• Delivering of age specific Youth Development/ Foundation Phase syllabus to players in their charge.</li> <li>• Completing online and electronic reviewing and assessments of players and sessions.</li> <li>• Communicating effectively with all team members and reporting back to the Youth Development/ Foundation Phase Lead Coach.</li> <li>• Working effectively within a multidisciplinary team to deliver excellent coaching.</li> <li>• Attend CPD events and Academy meetings as required.</li> </ul>			
<b>Safeguarding:</b>			
<ul style="list-style-type: none"> <li>• Wigan Athletic 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.</li> </ul>			
<b>Health and Safety:</b>			
<ul style="list-style-type: none"> <li>• Fully endorse, demonstrate and carry out the company health and safety policy.</li> <li>• Comply with all Company policies and statutory regulations.</li> <li>• Have a full knowledge of procedures for evacuation with regard to fire.</li> </ul>			
<b>General:</b>			
<ul style="list-style-type: none"> <li>• To be fully co-operative to colleagues requiring assistance and to be flexible when assisting them in response to business needs of the Academy.</li> <li>• The employee must act to protect all young people and vulnerable adults that are in their care or attending the Company's premises. The employee must report any misconduct or suspected misconduct to the Head of Safeguarding.</li> <li>• The employee 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 relations amongst employees and customers.</li> <li>• 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 Company.</li> </ul>			

<b>Person Specification</b>		
	<b>Essential Requirements</b>	<b>Desirable Requirements</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• UEFA B Licence</li> </ul>	<ul style="list-style-type: none"> <li>• Hold a current FA Basic First Aid for Sport (BFAS) certificate</li> <li>• FA Youth Award (mod 3)</li> <li>• FA Safeguarding Certificate</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven coaching experience within an elite framework.</li> <li>• Ability to effectively manage time and resources.</li> </ul>	
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• An ability to differentiate tasks based on ability and key stages of player/child development.</li> <li>• IT literate, with the ability to use the full Microsoft Office package.</li> <li>• Ability to build effective working relationships with players, staff and parents</li> <li>• Ability to organise own and others workloads and to prioritise effectively.</li> <li>• Ability to work under pressure and to deadlines.</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to adapt and take on new initiatives</li> <li>• Approachable and professional manner towards young people.</li> <li>• Self-motivated with a passion to succeed.</li> <li>• Ability to work as part of team.</li> <li>• Willingness to learn and continuously develop.</li> <li>• Assertive, calm with the ability to work well under pressure.</li> <li>• Flexible to meet the requirements of the needs of the business.</li> </ul>	

I confirm that I have read and agreed to this job description outlining the main duties of my role.	
<b>Job Holder:</b>	
<b>Signed:</b>	<b>Date:</b>