



Plymouth Argyle FC Job Description

An exciting opportunity has arisen for a full time, highly motivated and enthusiastic coach developer to join Plymouth Argyle’s Academy. The role will include the development of the Club’s Academy and Centre of Excellence coaches. The successful candidate will also be responsible for monitoring and Club’s coaching and playing philosophy throughout the U7-U21 age groups.

Job Title	Head of Academy Coaching
Department	Academy
Location	Based at Home Park, Plymouth but also working at various other locations as and when required
Salary	£25,000 per annum
Accountable to	Academy Director
Accountable for	Establishing a sustainable system and approach to coach development within the Academy.
Financial responsibility	To deliver coach development to the Academy within budget.

Role Summary

To establish a sustainable system and approach to coach development within the Academy and wider club.

To develop coaches so that they improve and perform to the best of their potential and are consequently able to maximise the potential of players that they work with.

Main Duties and Responsibilities

1. To be accountable for personable growth as Head of Coaching. Undertaking self-development to ensure knowledge in relation to all aspects of coaching and coach-development is up to date and forward thinking. Build relationships throughout the Academy and the Club. Maintain/enhance football coaching competence.
2. To be accountable for all coaches having a clear understanding and acceptance of their own development needs. Provide clear and up to date training needs analysis (TNA) of every individual coach at his or her current and required level of performance. Observe coach performance and provide feedback to aid development. Complete (TNA) with all coaches. Ensure every coach has a personalised development action plan (DAP) that is tailored to meet their needs and which they buy into as a living document. Provide 1:1 coaching to coaches to



develop their skills. Ensure the qualification status of the clubs-coaching workforce is assessed to ensure all coaches hold required qualifications for their role and age group and have a CPD plan to ensure licensing is up to date.

3. To be accountable for the design and delivery of development interventions based on the Academy Performance Plan and common aspects identified in coaches DAP's. Organise programmes of suitable development events and supervise their implementation.
4. Ensure all coaches understand how to work effectively as part of a multidisciplinary team and can identify and believe in the benefits of doing this. Build relationships and utilise expertise of a multidisciplinary team.
5. Assume accountability for the alignment of the Coaching Curriculum with the Playing and Coaching Philosophy. Ensure the Academy's coaching curriculum is consistently delivered in line with the established philosophies.
6. Encourage a culture of openness and growth within the Academy. Contribute to the development of an elite learning environment where people take responsibility for their own development and feel able to learn from their mistakes as well as having the opportunity to experiment outside of their comfort zone. To develop a Club specific coach monitoring tool by implementing a Club Specific Coach Competency Framework (CCF) to monitor and evaluate coaches in order to develop DAP's and group coach development opportunities.
7. To ensure full compliance with all rules and regulations set by the Football Association, The English Football League / Premier League and League Football Education.
8. Attend regular meetings of the Club's Technical Board, attend regular weekly meetings of the Academy Management Team, and as and when appropriate, ad-hoc meetings with appropriate staff regarding key issues within the Academy.
9. To advise the Club Board if the Academy has failed to meet the targets for coaches CPD as set out in the Performance Plan, and the remedial actions proposed.
10. Effective use of the Performance Management Application, Performance Clocks and Audit Tool, ensuring that all relevant data is recorded thereon. Monitor and advise all coaches on their input of data to the PMA and Performance Clocks.
11. Act as line manager to the Youth Development Phase and Foundation Phase Youth Coaches and the Academy Goalkeeping Coach. Managing their day-to-day performance giving regular feedback and support to enable strong performances in their roles.
12. To mentor and assist coaches during games programme fixtures and at other development games and to thereon provide feedback to coaches.



13. To build relationships with the first team staff in order to implement and provide a procedure to aid the transition of Academy Players to the Club's First Team squad.
14. Assist the Academy Manager to determine the duties and activities of all Academy coaches through appropriate job descriptions. Ensure that regular staff (coaches) appraisals occur to enhance both the focus on the Club's Football Philosophy and Academy Performance Plan.
15. Establish effective links internally with Academy players' and parents. Make parents aware of the development that the Academy's coaches receive and of the quality control systems that exist. Ensure players see the HOC as an integral part of the team supporting them.
16. Build relationships externally with the Premier League and EFL for development opportunities. Establish links with other elite and or learning environments to share information and good practice as well as the possibility of help with research from Universities and Colleges.
17. To be committed to Safeguarding Children and promoting the welfare of all young players attending the Academy, and to assist the Academy Manager in ensuring that all staff, volunteers, parents / carers, young players, any partner agencies or any commissioned service providers share this commitment.
18. To ensure that all data related to the Academy is managed and stored in line with Data Protection legislation.
19. To undertake any other duties that might be reasonably directed by the Academy Director or Academy Manager.
20. To comply with terms of reference applicable to all staff as detailed in the Plymouth Argyle FC Employee Handbook.



Skills & Competencies

Essential Requirements:

The **HEAD OF COACHING** must have experience of working in at least 3 of the following roles (more than one area may be covered in a single role):

- A football coaching role
- A people development role
- A role which involves a significant amount of mentoring/coaching
- A role which involves working in an elite learning and/or performance environment
- A role which involves a significant amount of sport coaching in an elite learning and/or performance environment
- A role which requires coach development in a high-performance environment
- An education / pedagogy role

The **HEAD OF COACHING** must have knowledge and / or experience of at least 3 of the following:

- The process of learning in coaches (andragogy)
- The process of learning in young people (pedagogy)
- Running and designing development programmes
- Football (not necessarily as a coach / high level player)
- Leading a team
- Managing people
- Psychology (Sports or other)

N.B. The HEAD OF COACHING must have experience of football if any of the following apply:

- The **HEAD OF COACHING** has ownership for the technical / tactical aspects of the Coaching Curriculum
- There are no other technical leads / coach developers available to help coaches develop
- The Academy Manager does not come from a football background



Desirable Experience:

It is deemed beneficial if the **HEAD OF COACHING** has additional experience / knowledge related to the following:

- Playing football
- Elite sport experience (athlete or otherwise)
- Budget management
- SportScience

The HEAD OF COACHING must have the following:

- Level 4 sports coaching qualification or relevant level 4 professional qualification / degree in people development (football or other). The Advanced Youth Award to constitute a Level 4 qualification for this purpose.
- Safeguarding and Protecting Children (acquired before starting role)
- DBS clearance (acquired before starting role)
- First Aid for Sport (acquired before starting role)

NOTE:

- Either the **HEAD OF COACHING** or the Academy Manager must have a Level 4 'UEFA A Licence' qualification in football
- If the **HEAD OF COACHING** does not have any football qualifications, they must work towards achieving the UEFA A and Advanced Youth Award once in situ

The following qualifications are deemed to be useful to the HEAD OF COACHING but their absence should not preclude someone from being recruited into the role if their experience and characteristics fit:

- Level4 'UEFA A Licence' qualification in football
- Level5 'Pro Licence' qualification in football
- FA Advanced Youth Award
- Qualification in Education such as PGCE, Pedagogy MSc etc.
- Coaching / Mentoring Qualification
- Psychology Masters (Sport, Occupation, Education)
- Coach Education qualification
- Sport Science Degree
- Degree (any subject)



It is a core (mandatory) requirement for Clubs to be looking for these qualities when appointing and it is understood that the **HEAD OF COACHING** may not have these qualities at the time of employment.

The **HEAD OF COACHING** should build relationships with the following:

Internally:

- **Academy Manager:** To ensure support for a developmental culture
- **Lead Phase Coaches:** to ensure the same messages are being disseminated throughout the coaching team. Work together to write the programme etc.
- **Coaches:** Part Time & Full Time so they buy in to the development agenda
- **MDT:** Heads of department - to work together in order to innovate and move the Academy forward as a unit
- **First Team staff:** to assist with creating a pathway for players (this function may be fulfilled by others in some Academies)
- **Parents:** So they are aware of the development that coaches receive and quality control processes that exist. Also provides a route for them to escalate concerns
- **Players:** So they see the **HEAD OF COACHING** as part of the team who ultimately support them

Externally:

- **Premier League & Football League:** for development opportunities including **HEAD OF COACHING** & to ensure compliance with EPPP
- **FA:** for qualifications, licencing and support
- **Universities / colleges:** who can help with research etc.
- **PFA:** for support and development on individual basis

Optional:

- **LMA:** for support and development on individual basis
- **Elite learning and / or performance environments:** people in similar roles in other sports/people in business - share information and learning
- **Universities / colleges:** who can help with research etc.

HEAD OF COACHING PERSON SPECIFICATION

It is a core (mandatory) requirement for Clubs to be looking for these qualities when appointing and it is understood that the **HEAD OF COACHING** may not have these qualities at the time of employment.



Motivation: what needs to appeal to them?

- Has a passion for working with coaches to develop them so that they are able to achieve
- Wants to take ownership of the coach development approach and have autonomy to choose how things are done
- Likes to create structure to work in a methodical, planned way
- Enjoys the 1:1 and group interaction when working collaboratively
- Gets a buzz from working in an elite sporting environment and in particular football
- Has a desire to develop their own knowledge, skills and capability to be at the leading edge of coach development
- Enjoys achieving results through others

Interpersonal dexterity: how should they interact with people?

- Builds trust by showing humility, behaving consistently and putting the needs of others first
- Listens to others' perspective and understands why people (individuals / groups) do what they do
- Tailors approach and method to suit the differing needs and levels of readiness of people (individuals / groups)
- Uses a broad range of influencing skills to win people (individuals / groups) over and 'sell' the development agenda
- Communicates confidently and effectively with people (individuals / groups) at all levels, challenging when necessary

Resilience: what are the tough aspects of the role?

- Overcomes setbacks quickly
- Demonstrates tenacity when faced with resistance or limited time to adopt ideas:
- Is self-aware and has a strong self-concept requiring little support from others
- Able to cope with pressure related to limited time and resource:
- Applies self to administrative and mundane requirements of the role

Thinking skill: how do they need to deal with information?

- Able to create and apply a structured approach
- Can prioritise effectively
- Able to analyse behaviour
- Can generate alternatives to solve problems / meet needs
- Is able to present written information in a persuasive manner that is appropriate to the audience



BAME Declaration

The EFL 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.

Do you consider your ethnicity to fall within one of the following definitions?

- Black
- Asian
- Other Minority Ethnic (i.e., any other ethnic group that is not 'White British')

*YES/NO (please indicate on your application)

How to apply

Please send a CV and cover letter to phil.stokes@pafc.co.uk by 5pm on Friday 15th June 2018 highlighting your previous experiences and why you may be suitable for this role.

Interviews are to be held week commencing Monday 25th June 2018. Please note, only those shortlisted for interview will be contacted.