



Plymouth Argyle FC Job Description

An exciting opportunity has arisen for a full time, highly motivated and enthusiastic coach to join Plymouth Argyle’s Academy. The role will include the organisation and management of the Club’s five Centres of Excellence based across Devon & Cornwall. The successful candidate will also assist with the transition of players between the Centre of Excellence and Academy.

Job Title	Centre of Excellence Manager (including Paignton Post 16 Education Programme Football Manager)
Department	Academy
Location	Based at Home Park, Plymouth but also working at various other locations as and when required
Accountable to	Academy Director & Academy Manager
Accountable for	Centre of Excellence staff and coaches
Financial responsibility	To assist the Academy Director & Academy Manager in the preparation of the Centres of Excellence annual Budget. Also, to record all block payments and arrange for these to be banked.

Role Summary

To oversee and coach within the Club’s Centre of Excellence network ensuring high levels of coaching are delivered, preparing our players for Academy football.

Main Duties and Responsibilities

1. To assist the Academy Director and Academy Manager in all matters appertaining to the control and development of the Club’s Centre of Excellence network in respect of all young players from the age of 5 to 16, with the objective of nurturing outstanding young players to develop into the Club’s Academy.
2. To ensure full compliance with all rules and regulations set by the Football Association, the English Football League/Premier League and League Football Education.
3. To organise meetings with the Centre of Excellence coaching staff at least twice a year. Additionally, as and when appropriate, to organise ad-hoc meetings of appropriate staff regarding key issues within the Centre of Excellence. Also, to attend the Club’s Academy Management team meeting on a monthly basis and Technical Board meetings when required.
4. To assist the Head of Academy Coaching guide the development of the Club’s Football Philosophy and to outline the philosophy, aims and objectives of the Centre of Excellence to all staff, players and parents involved and ensure that they are fully aware of their respective responsibilities.



5. To assist the Head of Academy Recruitment, draw up and implement the Academy Performance Plan in respect of the Talent Identification and Centre of Excellence programme, and to assist in an annual internal Performance Audit, utilising the Audit Tool, to assess the extent to which the Club meets or exceeds the criteria relevant to a Category 3 Academy, making such information available to the English Football League, Independent Standards Organisation and if required the Professional Game Board.
6. To assist the Academy Director & Academy Manager to advise the Club Board if the Academy has failed to meet any of its targets set out in the Performance Plan in respect of the Talent Identification and Centre of Excellence programme, and the remedial actions proposed.
7. To ensure the effective use by all appropriate Academy staff of the Performance Management Application, Performance Clocks and Audit Tool, including ensuring that all relevant data is recorded.
8. To coach and develop Academy players within the under 9 – under 16 age groups when required.
9. In conjunction with the Head of Academy Recruitment to organise open trial nights at any of the Club's Centres of Excellence when required.
10. To be responsible for the Paignton Post 16 Education Programme in partnership with Paignton Community Sports Academy. To act as the Lead Coach and Manager for all training session and fixtures as outlined in the agreement.
11. To act as line manager to all Centre of Excellence Area Managers as well as all coaches in the Under-7 to Under-16 age-groups.
12. To assist the Head of Academy Coaching to design and deliver a programme of in-house, in-service Continued Professional Development sessions which reflects the Club's Football Philosophy and are relevant for Coaches operating with players in the Club's Centre of Excellence network, to supplement the Continued Professional Development programme provided by the English Football League and Football Association.
13. To assist the Head of Academy Coaching determine the duties and activities of all Academy staff including overseeing and mentoring all such staff to ensure that regular staff appraisals occur to enhance both the focus on the Club's Football Philosophy and the continued improvement of all staff involved with players in the Club's Centre of Excellence network.
14. To assist the Academy Director and Academy Manger in conjunction with the Club's Medical and Sports Science Department to ensure that the Academy medical staff devise and implement a comprehensive sports science programme, including profiling the medical history of every individual player in the Club's Centre of Excellence network.
15. To assist the Academy Director and Academy Manger to establish effective links with Centre of Excellence players' parents and schools. To ensure that each Centre of Excellence Player in the Under-7 to Under-16 age-groups receives a Performance Review twice a year, ensuring parents are present.



16. To assist the Academy Director and Academy Manger to ensure the efficient registration of all Centre of Excellence Players and Trialists; In particular, to be responsible for the completion of the player and parents contact form as well as signed codes of conduct.
17. To produce a report to the Academy Director and Academy Manager at the end of each block (1 to 6) including all five Centres of Excellence. This should include a budget with income and expenditure, number of players within each age group and potential Academy players to be invite into the COE representative team.
18. To assist the Academy Director and Head of Recruitment to ensure that the Academy's Talent Identification and Recruitment Programme is efficient and effective throughout the Club's permitted recruitment area, and that the procedures relating to Trialists are adhered to, and that all scouts are issued with a Code of Conduct and photographic ID, and have attended the FA Talent Identification course.
19. In conjunction with the Head of Academy Coaching to devise an up-dated coaching syllabus for the Club's Centres of Excellence. To organise, implement and update a vibrant and thorough coaching and sports science programme to cover the technical, psychological, physical and social needs of the players.
20. To ensure, in co-operation with the technical staff at each Centre of Excellence that the coaching and sports science programme is delivered consistently across each succeeding age-group. To cater for every player's individual and team needs and that an attendance record is kept of the players attending each coaching session. Further, to ensure that the needs of players regarding the ratio of coaches to players and their allotted game time as laid down by the Academy criteria are adhered to.
21. To be responsible for the development of technical staff at the Club's Centres of Excellence, including overseeing and mentoring all technical staff within the Centre of Excellence programme.
22. To organise a programme of Inter-Centre games, and the efficient progression of outstanding players to either the Centre of Excellence or Academy.
23. To assist the Academy Director and Academy Manger to establish effective liaison with County Associations, Clubs, Leagues and governing bodies.
24. To assist the Academy Director and Academy Manger to liaise with the Football in the Community Manager on key community issues, including the club's Long Term Player Development Centres.
25. To assist the Academy Director and Academy Manger to ensure that the Centre of Excellence facilities comply with the minimum requirements set out for Category 3 status, including, in the short term, to endeavour to obtain improved facilities for the Coaching, Sports Science and Games Programmes.
26. To be committed to Safeguarding Children and promoting the welfare of all young players attending the Academy, and to assist the Academy Director to ensure that all staff, volunteers, parents/carers, young players, any partner agencies or any commissioned service providers involved with the Centres of Excellence share this commitment.



27. To deal with any Complaints raised in accordance with the Academy Complaints and Discipline Procedures.
28. To attend in-service training sessions and external training courses, including the Continuous Professional Development requirements as set out in English Football League and Football Association regulations relating to Youth Development.
29. To assist the Academy Director and Academy Manger to ensure that all players and their parents receive an appropriate Induction on entry to the Centre of Excellence programme, and also to organise annual pre-season Induction Meetings to up-date and refresh players and parents, and other meetings as and when required.
30. To assist the Academy Director and Academy Manger to ensure that all data related to the Club's Centre of Excellence network is managed and stored in line with Data Protection legislation.
31. To assist the Academy Director and Academy Manger to ensure that the Centre of Excellence Area Managers are in possession of a Portable File containing Emergency contact numbers, Medical Information and copies of Parent Consent forms.
32. To undertake any other duties that might be reasonably directed by the Academy Director, Head of Academy Coaching and Academy Manager.
33. To comply with terms of reference applicable to all staff as detailed in the Plymouth Argyle FC Employee Handbook.



Skills & Competencies

Essential Requirements:

(To be held at the start of the 2018/19 season)

- UEFA 'B' Licence
- FA Youth Award (including assessment)
- Valid FA CRB Enhanced Check (Immediately)
- FA Safeguarding workshop
- Basic First Aid for Sport (BFAS)
- FA Level 1 in Talent Identification Course

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 pete.bellamy@pafc.co.uk by 5pm on Wednesday 7th March 2018 highlighting your previous experiences and why you may be suitable for this role.

Interviews are to be held week commencing Monday 12th March 2018. Please note, only those shortlisted for interview will be contacted.