



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 individual and team development in the Youth Development Phase. The successful candidate will also assist with the transition between the Youth Development Phase and Professional Development Phase.

Job Title	Academy Youth Development Phase Lead Coach U12-U14
Department	Academy
Location	Based at Home Park, Plymouth but also working at various other locations as and when required
Accountable to	Academy Director, Head of Academy Coaching and Academy Manager
Accountable for	Youth Development Phase Age Group Coaches U12-U14
Financial responsibility	None

Role Summary

To oversee and coach within the Youth Development Phase programme at the Academy ensuring high levels of coaching are delivered, preparing our players for elite professional football at the highest level.

Main Duties and Responsibilities

1. To assist the Academy Director, Head of Academy Coaching and Academy Manager in all matters appertaining to the control and development of the Club’s Academy in respect of all young players from the age of 12 to 16, with the objective of preparing them for consideration as apprentices when they reach school-leaving age, and nurturing them in the long term to progress into the club’s First Team
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 assist the Academy Director, Head of Academy Coaching and Academy Manager guide the development of the Club’s Football Philosophy and to outline the philosophy, aims and objectives of the Academy to all staff, players and parents involved with the Under-12 to Under-14 age-groups and ensure that they are fully aware of their respective responsibilities.





4. To assist the Academy Director, Head of Academy Coaching and Academy Manager draw up and implement the Academy Performance Plan in respect of players in the Under-12 to Under-14 age-groups, 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.
5. To assist the Academy Director, Head of Academy Coaching and Academy Manager ensure the effective use by all appropriate Academy staff of the Performance Management Application (PMA), Performance Clocks and Audit Tool, including ensuring that all relevant data is recorded thereon.
6. To assist the Academy Director, Head of Academy Coaching and Academy Manager design, implement and manage a vibrant and thorough Academy Coaching and Sports Science Programme to cover the technical, psychological, physical and social needs of players in the Under-12 to Under-13 age-groups within the Academy, such Programme to include appropriate outcome targets and also to link in with the Games Programme. Also to ensure, in co-operation with the staff, that where appropriate aspects of the Coaching and Sports Science programme is delivered consistently across each succeeding age-group to cater for every player's individual and team needs. 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.
7. To assist the Academy Manager by implementing a comprehensive and in-depth coaching curriculum in the Youth Development Phase which is individually tailored to each age group, multi-disciplinary and target specific.
8. To coach and develop players in the under 12 – under 16 age groups.
9. To act as line manager to the Lead and Assistant Coaches in the Under-12 to Under-14 age-groups.
10. To assist the Academy Director, Head of Academy Coaching and Academy Manager 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 Under-12 to Under-14 age-groups, to supplement the Continued Professional Development programme provided by the English Football League and Football Association.





11. To assist the Academy Director, Head of Academy Coaching and Academy Manager establish effective links with Academy players' parents and schools. In particular to ensure that each Academy Player in the Under-12 to Under-14 age-groups receives a Performance Review every 6 weeks. Also, to ensure parents are present at the Performance Reviews of all players aged Under-12 to Under-14. Further to ensure that the parents of each Academy Player aged Under-12 to Under-14 are provided each year during either May or June with an annual written report on all aspects of the Player's performance and development.

12. To assist the Academy Director, Head of Academy Coaching and Academy Manager ensure the efficient registration of all Academy Players and Trialists. In particular, to be responsible for the critically important documentation required in connection with:
 - initial registrations;
 - retention agreements;
 - the preparation of Apprentice Offer Letters for signature by the Chief Executive;
 - obtaining written permission from the clubs of players registered at other English Football League clubs that will be playing for our Club as Trialists;
 - the registration on Pre-Contract Agreements of Schoolboy Players recruited from, or released, by other clubs that accept Apprentice Offers; and
 - the release of other players with or without the retention of Compensation rights.

13. To assist the Academy Manager, Head of Academy recruitment and Academy Manager to ensure that the Academy's Talent Identification and Recruitment Programme relating to players aged Under-12 to Under-14 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.

14. To assist the Academy Director and Academy Manager establish effective liaison with County Associations, Clubs, Leagues and governing bodies.

15. To assist the Academy Director and Academy Manager liaise with the Community Trust Manager on key community issues.

16. To be committed to Safeguarding Children and promoting the welfare of all young players attending the Academy, and to assist the Academy Manager to ensure that all staff, volunteers, parents/carers, young players, any partner agencies or any commissioned





service providers involved with the Academy Programme for players aged Under-12 to Under-14 and the Sports Science and Conditioning Programme share this commitment.

17. To deal with any Complaints raised in accordance with the Academy Complaints and Discipline Procedures.
18. To assist the Academy Director, Head of Academy Coaching and Academy Manager in the overseeing and mentoring of all staff dealing with players aged Under-12 to Under-14 within the Academy.
19. 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.
20. To assist the Academy Director and Academy Manager ensure the efficient registration of all Academy Players and Trialists aged Under-12 to Under-14, and whenever appropriate the release of Players with or without the retention of Compensation rights in a compassionate manner.
21. To assist the Academy Director, Head of Academy Coaching and Academy Manager in monitoring the activities of scouts and representatives of other Clubs at any Under-12 to Under-14 games and activities within the Youth Development programme. Additionally, to endeavour to be aware of any possible direct or indirect approaches to any of the Club's players or their parents outside of those allowed by the rules and regulations of the English Football League, Premier League and Football Association applicable to Youth Development. Further, to assist the Academy Manager to ensure that in the event of an Academy Player aged Under-12 to Under-14 joining another Club that the Club secures the maximum possible sum of compensation.
22. To assist the Academy Director, Head of Academy Coaching and Academy Manager ensure that all players aged Under-12 to Under-14 and their parents receive an appropriate Induction on entry to the Academy 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.





23. To assist the Academy Director, Head of Academy Coaching and Academy Manager ensure that all data related to the Academy players aged Under-12 to Under-14 is managed and stored in line with Data Protection legislation.
24. To assist the Academy Director, Head of Academy Coaching and Academy Manager ensure that the staff accompanying each team aged Under-12 to Under-14 are in possession of a Portable File containing Emergency contact numbers, Medical Information and copies of Parent Consent forms.
25. To assist the Academy Director, Head of Academy Coaching and Academy Manager monitor the educational progression of all Academy Players aged Under-12 to Under-14, and to liaise with the parents and schools of such Players to ensure that they have written consent from both parties whenever it is necessary for them to have authorised absence in order to attend matches or training during normal school hours.
26. To assist the Sports Science and Medicine Co-ordinator develop, deliver and manage an appropriate Sports Science Programme, incorporating relevant tests, for all registered Academy Players and Trialists.
27. To ensure that the relevant Sports Science data is included in each Academy Player's Performance Review every 6 weeks as appropriate to the player's age, and also in the annual written report on all aspects of the Player's performance and development to be produced in either May or June each year.
28. To undertake any other duties that might be reasonably directed by the Academy Director, Head of Academy Coaching and Academy Manager.
29. To comply with terms of reference applicable to all staff as detailed in the Plymouth Argyle FC Employee Handbook.





Essential Requirements:

- UEFA 'A' Licence
- FA Youth Award
- FA Advanced Youth Award
- Valid FA CRB Enhanced Check (Immediately)
- FA Safeguarding workshop
- Basic First Aid for Sport (BFAS)

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 Monday 3rd September 2018 highlighting your previous experiences and why you may be suitable for this role.

Interviews are to be held week commencing Monday 10th September 2018. Please note, only those shortlisted for interview will be contacted.

