



Oxford United Women Regional Talent Club: Foundation Assistant Coach Job Description

Main Objectives:

- To assist with the planning, delivery and review of the coaching programme as per the RTC philosophy and prioritise holistic player development
- To manage/coach an age group in the scheduled games programme
- To assist with the completion all review/ learning objectives/administration/ other requirements for the respective age group

Core Responsibilities:

- To liaise with the age group Head Coach, RTC Manager & Technical Director on all matters
- To work in line with the Philosophy of the club including the 'aims and vision' of the RTC/Club
- To attend and contribute to all In-Service training for RTC Coaches
- To attend all relevant Coach meetings (Phase/Whole Club) and contribute within Coaching Philosophy where required
- To keep up to date with all WPL, Women's Football and Football Association correspondence where appropriate
- To comply with all company policies/procedures and regulations relating to your role
- To assist with the liaison with the Parents/Guardians
- Ensure that you are aware of, and keep updated in regard to best practice policies
- To show clear evidence of planning and evaluating
- Keep club tracking information/statistics up to date with all relevant correspondence and data
- Liaise with the local and national Football Associations in regard to technical development
- To be prepared to do other duties to further the development of the Club and RTC as and when required
- To maintain and monitor equipment/resources
- To provide weekly reports on matches and individual progress/performance
- To contribute to the age group folder which evidences training practices, player learning and development

Person Specification:

Essential:

- Upholds and instils the club core values
- Good level of IT skills
- Excellent communication and interpersonal skills
- Have a flexible attitude to work
- Ability to work on own initiative and as part of a team
- Have a polite and courteous manner
- Be organised, have good time management skills
- The ability to meet deadlines
- Be able to adapt to different and changing situations
- Have the drive and enthusiasm to set high standards and achieve company objectives
- Have a personable approach
- Be prepared to work evenings and weekends.
- Previous elite coaching experience

Holds the following qualifications:

- UEFA 'B' Coaching Certificate or working towards
- FA Learning Safeguarding Children Certificate
- FA Emergency Aid Certificate
- FA Youth Modules 1-2

Desirable:

- FA Youth Module 3 or working towards
- FA Advanced Youth Award or working towards
- UEFA A licence or working towards
- Coaching or Sport Science-related Degree or Higher
- Teaching or Educator Qualification
- Futsal Level 1