



JOB DESCRIPTION

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| Job Title: | Academy Coach |
| Hours of Work: | 3x Evening Sessions per week (4 & ½ - 6 hours) + 1x Weekend Match Day |
| Department: | Academy |
| Location: | Oxford City FC / Oxford United Training Ground |
| Responsible to: | Phase Lead Coach/ Head Of Coaching |
| Responsible for: | N/A |

Role Summary

To be responsible for all coaching sessions and curriculum delivery with a specific, age-group squad within either the Foundation or Youth Development Phase.
 To have input into the regular match day programme for an age-group squad.
 To contribute and adhere to the Coaching philosophy, Vision and Values of both the Academy and OUFC.

Essential Criteria

- **Must live within 30 miles of Oxford**
- Member of FA Licensed coaches club
- UEFA B coaching qualification (or working towards completion)
- FA Youth Modules (working towards)
- FA Safeguarding & BFAS
- Current DBS

Key Responsibilities

1. Coaching

- Responsible for planning and delivering the technical and tactical coaching programme for your respective age group in line with the coaching syllabus.
- Coach and manage your respective team matches, both home and away.
- To liaise with all key Academy personnel when planning and arranging coaching sessions and matches to ensure the appropriate support is in place (e.g. Sports Science, Medical, Recruitment, Education, etc.)
- To evaluate players learning from coaching sessions and matches and ensure that the relevant information is recorded fully on the online “PMA” Academy portal.
- To conduct group, unit and individual video analysis sessions when appropriate.
- To be fully responsible for the safety and welfare of all players under your care.

2. *Player Development and Progression*

- To compile performance reviews, in line with the requirements of the EPPP, and deliver feedback to players and parents both formally in meetings, and informally as required.
- To compile a formal report of conclusions and actions following the performance review meetings and ensure that these are recorded on PMA.
- To liaise on a regular basis with the Phase Lead Coaches/Head Of Coaching to ensure that the needs of all players are catered for.

3. *Safeguarding*

- Monitor potential safeguarding children risks and work with the Academy Safeguarding Officer to promote safer working practice throughout the Academy.
- Understand the Academy Safeguarding policy, procedures and best practice guidelines. Use this understanding to ensure safer recruitment, safe working practices, appropriate reporting of concerns and contribute positively to an Anti-bullying environment.

4. *Other responsibilities*

- To ensure that PMA System is kept up-to-date in all matters relating to your team.
- To keep the Academy Lead Phase Coach fully informed on all matters relating to players in your age group.
- To be aware of the EPPP rules and requirements relating to both Foundation & Youth Development Phase.
- To attend staff meetings as required.
- To attend games in the Foundation/Youth Development Phase as required.
- To be aware of current trends and best practice in Youth Development.
- To continually look for ways to develop and improve our coaching programme in the Foundation/Youth Development Phase.
- To attend at least 5 hours of in-service training organised by the FA each year and the first aid training for Academy coaches at least once every 3 years.
- To undertake Continued Professional Development organised by the Club.

PERSON SPECIFICATION

| Skills & Abilities | |
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| Essential | Desirable |
| <ul style="list-style-type: none"> ▪ Ability to plan, deliver, develop and monitor football coaching sessions. ▪ Ability to effectively manage player, parent & staff relationships. ▪ Ability to work independently and with internal and external teams. ▪ Excellent communicator, both written and verbal, who places high value on attention to detail and building relationships. ▪ An ability to adapt quickly, be flexible in the face of change and solution orientated. ▪ Ability to remain calm under pressure. ▪ Excellent organisational and time management skills. ▪ High levels of professionalism; promptly respond to queries, maintaining punctuality, ensure standards are kept high and managing expectations. ▪ Computer literate (with excellent abilities on Word, Excel and ideally Database knowledge and application). | |

| Knowledge & Experience | |
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| Essential | Desirable |
| <ul style="list-style-type: none"> ▪ Experience of working with and supporting children/ adolescent players during coaching sessions. ▪ Experience of co-ordinating activities for a large number of people. ▪ Experience of event management; developing timetables, working to deadlines. ▪ Experience of working within the football industry. | <ul style="list-style-type: none"> ▪ Knowledge of FA regulations in regard to youth team football/Academies. |

Oxford United Academy Coach Job Description

| Personal Attributes | |
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| Essential | Desirable |
| <ul style="list-style-type: none"> ▪ Enthusiastic and hard working. ▪ Enjoys interacting with a wide variety of people. ▪ Motivated, creative and innovative with a strong work ethic. ▪ Good team player who can work on own initiative. ▪ Willingness to experience and manage change, self-evaluate and work towards continuous improvement. ▪ Proactive “can-do” approach to work. ▪ Willingness to work weekends and in the evening. ▪ Self-motivated and able to initiate routine and non-routine work as necessary. | |

| Qualifications | |
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| Essential | Desirable |
| <ul style="list-style-type: none"> ▪ FA Coaching Level 3 UEFA B Licence (Or working towards). ▪ FA Youth Module 3 (or Working towards). ▪ Membership of the FA Coaches Club. ▪ Emergency First Aid Certificate. ▪ Safeguarding Children Certificate. ▪ Satisfactory Enhanced CRB Disclosure. | <ul style="list-style-type: none"> ▪ FA Coaching Level 4 (UEFA A Licence) ▪ Full, Clean Driving Licence ▪ Basic First Aid for Sport (BFAS) ▪ D1 Minibus driving qualification |