



RECRUITMENT PACK

ETC MENTEE COACH

OUR VALUES



INTEGRITY

We strive to be professional in all we do, are fair, honest, reliable and accountable.



PASSIONATE

We are committed, hard-working and enthusiastic in delivering football opportunities, for all the enjoyment and benefits it brings to the participants.



RESPECTFUL

We will work collaboratively, with empathy and humility, driving equality and diversity to develop football for all and ensure all those who wish to be involved are supported and encouraged.



COMMUNITY AND CUSTOMER FOCUSED

We are committed to developing our services based on the needs of our communities and individual customers.



CONTINUOUS IMPROVEMENT

We are innovative and creative in seeking to deliver high quality service, reviewing our work to improve exciting and explore new ways of delivering football.



Job Description and Person Specification

EQUALITY AND DIVERSITY

We would encourage all applicants to complete our voluntary Equality & Diversity Monitoring Form, via this [link](#), as part of the application process. The data we collect will be anonymous and confidential and will not be stored or linked to your application in any way.

Job title	Emerging Talent Centre – Mentee Coach
Reports to	Senior Football Development Officer

Role purpose(s)	
<ul style="list-style-type: none">Support Group Coaches to develop all players within the group to attain the highest levels of performance possible in a safe, secure, and supportive environmentDrive and nurture a positive culture within the training group. Be a coach who makes the ETC a place where players learn, have fun, and develop a love for the gameSupport the age group coach in delivering football coaching sessions in line with the ETC curriculum / blueprintBe an advocate and guardian of the women's game.	
Direct reports	N/A

Location	Cranfield Pavilion, Lower Breaches Gardens, Cranfield, MK43 1AH
Working hours	1 ½ hours per session
Contract type	Voluntary (flexible to suit the individual)

Responsibilities
<u>Outputs: Coaching Programme</u> <ul style="list-style-type: none">Support the age group lead coach in the planning, preparation, delivery, and evaluation of coaching sessionsShare views and opinions on players development in an open minded and positive wayCoach in a way that ensures players:<ul style="list-style-type: none">are encouraged to ask questions and seek feedback for improvement and clarityare encouraged to have input to footballing decisions and their own learning process.are communicated the 'why' as well as 'what' of decisionsknow and understand the purpose and 'why' of training sessionsInput into selection decisions (e.g., attend trial and take part in selection decisions after the event)Work across age groups (Mentee coach is likely to focus on one age group but may work with different groups from time to time) <u>Outputs: Holistic Player Development</u> <ul style="list-style-type: none">Work with individual players set appropriated development targets with a plan to work towardsInput information into the ETC's monitoring system to allow for analysisProvide feedback to players (using technology where appropriate)

- Monitor and evaluate player development and provide feedback to players and parents/carers on a regular basis.
- Liaise with and work closely with coaches, medics and performance staff regarding player development, and prevention, treatment, and rehabilitation of injuries
- Support the age group lead coach to ensure all ETC games and festivals are well managed with a development philosophy clear to players and parents/carers
- Encourage / support the holistic development of players to support them as people and players.
- Be available to players to offer advice, guidance and support on football and personal matters. E.g., ensure they are managed well through things like injury and other challenges that could affect their performance and wellbeing.
- Ensure player behaviour in the group reflects what is required in the ETC
- Work with the ETC's Safeguarding Manager to ensure that the wellbeing and welfare of all players and staff is always an operational priority

Outputs: Self Development

- Seek feedback from others, and reflect on personal behaviour and performance to identify areas for improvement
- Create and maintain a personalised Development Action Plan (DAP), taking input and feedback from a variety of sources
- Review personal competencies against job specification and identify areas for improvement
- Attend CPD events and undertake CPD activities in line with identified development themes
- Be aware of current research and insight to support programme and coaching development
- Work with an advisor or mentor from outside the ETC

Person specification

Qualifications

Essential

- FA Introduction to Coaching Football or above coaching qualification
- FA DBS
- FA Safeguarding Children
- FA Level 1 Introduction to First Aid in Football (IFAiF) or FA Emergency
- First Aid.

Desirable

- Engages in professional development other than technical football coaching development, for example:
- Physical Development of Youth Female Players (growth and maturation, female athlete physiology & menstrual cycle)
- Talent Identification & Talent Development across all sports (RAE, Unconscious Bias, Performance vs Potential)
- Player support qualifications (e.g., Talented Athlete Lifestyle Support)
- Coaching & mentoring qualification (e.g., EMCC)

Knowledge, skills and behaviours

- Experience of working in a football environment. Likely to be currently coaching or teaching girl's football
- Understanding of the needs of the modern young player in terms of their physical and psychological development.
- An up to date understanding of Child Protection and Safeguarding procedures
- Roles which have brought understanding of how children learn and develop (e.g., teaching)

Personal Characteristics

Motivation

- Enjoys improving and developing players and people
- Has a desire to progress in the women's game
- Comfortable to play supporting role to the age group coach
- Demonstrates curiosity to learn and develop
- Motivated to create a positive performance culture
- Takes pride in delivering high quality work
- Is willing to commit time as a mentee during evenings, weekends, and public holidays.

Resilience

- Is willing / able to flex and change with the demands of a situation
- Has strategies for self-management and maintaining work-life balance
- Can manage arousal levels in the moment. E.g., maintains awareness of body language, energy state, & verbal comms, and can amend in the moment if required
- Assesses self fairly; asks self what they can do better and is realistic about what is outside of their control.

Interpersonal Skills

- Is a good listener
- Has strong communication skills; uses understandable language that's relatable to different age groups
- Expresses enthusiasm, confidence, and belief in players capabilities
- Earns trust by being respectful, supportive, and transparent.
- Is approachable and relatable; builds strong and personal relationships with different types of people
- Shows an interest and genuine care about player needs. Treats players as humans by providing personalised support and communication
- Encourages open, two-way communication.
- Is brave and unafraid of potential conflict. Is friendly, but not overly friendly

Thinking skills

- Is innovative and open minded; Unafraid to try new things in pursuit of developing and engaging players
- Uses research and insight to inform views and ideas
- Highly organised, able to plan & organise to meet deadlines
- Considers the impact of decisions

- Is open to feedback and other peoples' ideas

Enhanced DBS Check required?

The CFA is committed to safeguarding children and adults at risk. Due to the nature of this role, the successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check through The FA DBS process. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided

Clean, full driving licence?

Yes

The job holder will be expected to understand and work in accordance with the below values/behaviours:

Bedfordshire FA Values	Behaviours
INTEGRITY	Strive to be professional in all we do, are fair, honest, reliable, and accountable.
PASSION	Committed, hard-working and enthusiastic in delivering football opportunities, for all the enjoyment and benefits it brings to the participants.
RESPECTFUL	Work collaboratively with empathy and humility, driving equality and diversity to develop football for all and ensure all those who wish to be involved are supported and encouraged.
COMMUNITY AND CUSTOMER FOCUSED	Committed to developing our service based on the needs of our communities and individual customers.
CONTINUOUS IMPROVEMENT	Innovative and creative in seeking to deliver a high-quality service, reviewing our work to improve and explore new ways of delivering football.

Job description authorised by:

Alan Young, Chief Executive Officer

Date signed:

01/07/2023

HOW TO APPLY

Please submit your CV and Cover Letter (2 sides maximum) outlining how you meet the role profile (responsibilities) and person specification by email to:

- Marc Di Carlo, Emerging Talent Centre Manager, Bedfordshire FA via: Marc.DiCarlo@BedfordshireFA.com

We would also be very grateful if you can please complete our voluntary Equality & Diversity Monitoring Form, as detailed on page 2, upon submission of your application via this [link](#).

The **closing date** for applications is 5pm on **Friday 11th August 2023**.

Interviews will be held online for a suitable time with the candidate the week beginning 14th August.

All of the below need to be provided and confirmed before the successful candidate is appointed:

- Confirmation of identity (passport or driving licence) at their interview
- A minimum of two references
- Proof of qualifications
- FA DBS check confirmed and in date
- Complete induction process (which includes a probation period)

Due to the volume of applications received for most roles, we may only be able to contact candidates if they are shortlisted for an interview. If you do not hear from us within five days of the closing date, you should assume your application has not been successful.

If you have any questions about the role, please contact Marc.DiCarlo@BedfordshireFA.com

SAFEGUARDING

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