

# EMPLOYMENT APPLICATION PACK:

Academy Head Coach



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- Hampshire FA Vision, Mission & Values

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If you would like to discuss the role further or have any questions on the content of this pack, please contact **Chris Smith** using the details below prior to the **3<sup>rd</sup> August 2022**:

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# Academy Head Coach

**Salary:** circa £26,000 per annum

**Contract:** FT Sep 2022 – Sep 2024  
(subject to renewal)

## What is the role?

Going into just our second season we will be increasing our academy from 2 to 4 teams and including our first female team within that number. We are looking for someone to lead the continued expansion of the programme and oversee the delivery of a high-quality coaching and games programme to complement the education of our students.

## What will you do?

- You will oversee delivery of a full football programme for four squads (3 x male & 1 x female)
- You will coach, develop and inspire 16-19 year olds to reach their sport and education goals
- You will welcome and safely integrate the new female players into the programme
- You will support promotion and recruitment for our expanding academy in seasons to come

## What do you need?

- UEFA B Football Coaching qualification or higher/equivalent
- In date FA Safeguarding/Medical qualifications and DBS check
- Experience of working with and/or developing 16-19 year olds
- The ability to lead and inspire a team of coaches

## Applications by 12pm on Monday 15<sup>th</sup> August:

To apply, please complete the online application form, interviews will take place on Tuesday 23<sup>rd</sup> August.

Access the form by scanning this QR code with a smartphone:



Or via :

<https://forms.office.com/r/SQtGMg5vmM>

# APPLICATION PROCESS

Please see the accompanying **advert & job description, full role profile & person specification** and **supporting information**. These should be used as a guide when completing the application form. The application form can be made available in alternative formats and should this be required please contact us to advise of your requirements.

**Please complete the application form by clicking [here](#).**

If shortlisted, you will be invited to interview for the role. The exact format of the interview will be confirmed with notice of the interview and reasonable adjustments can be made to accommodate any needs you may have.

Hampshire FA have an understanding and commitment to **equality, diversity and inclusion** and would be grateful if you could complete an optional, anonymous equality monitoring form as part of your application. By completing this questionnaire, you are helping us to plan for the future and ensure we recruit from a diverse pool of applicants that are appropriate and relevant to the community we serve.

**Please complete the equality monitoring form by clicking [here](#).**

Hampshire FA are 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.

## **Key Dates:**

Application Closing date - **12pm on Monday 15<sup>th</sup> August 2022**

Interviews dates - **Tuesday 23<sup>rd</sup> August 2022**



# FULL ROLE PROFILE & PERSON SPECIFICATION

Hampshire FA are an equal opportunities employer and actively encourage people from diverse backgrounds to apply for all roles.

<b>Job title</b>	Academy Head Coach
<b>Reports to</b>	Head of Strategy and Delivery
<b>Job purpose(s)</b>	<ul style="list-style-type: none"> <li>To oversee delivery of a coaching and games programme for young adults (16-19, male and female)</li> <li>To support and enrich a fulltime football and further education programme delivered in partnership with SCL</li> <li>To design, deliver and oversee a full coaching programme for 4 squads (3 x male and 1 x female)</li> <li>To ensure the safeguarding of all students in both training and matchday environments</li> <li>To support annual student recruitment and support further growth of the programme</li> <li>To deliver the programme in line with Hampshire FA Values and develop an inclusive, supportive and enjoyable environment for both staff and students.</li> </ul>
<b>Direct reports</b>	Academy Coach, Academy Assistant Coach, Sessional Support Coaches
<b>Location</b>	Stoneham Lane Football Complex, Eastleigh
<b>Working hours</b>	40 hours flexible working in line with timetable and fixture schedule (Flexible options available - job share, part-time)
<b>Contract type</b>	Initial full-time contract from Sep 2022 - Sep 2024 (Further extension subject to funding renewal)
<b>Salary</b>	Circa £26,000 per annum

## Roles & Responsibilities:

<b>Representing Hampshire FA</b>	<ul style="list-style-type: none"> <li>Actively deliver against Company Values and Behaviours and the Customer Charter</li> <li>Actively support the challenging of all forms of discrimination in football</li> <li>Ensure Stoneham Football Complex continues to be considered a top facility for football in Hampshire</li> </ul>
<b>Programme Oversight</b>	<ul style="list-style-type: none"> <li>Design and oversee delivery of a full coaching programme that fits around required classroom time</li> <li>Programme to include coaching, strength and conditioning, performance analysis, recovery and matchdays</li> <li>Utilise available coaching workforce to deliver programme</li> <li>Coordinate the management and maintenance of coaching/matchday kit and equipment</li> </ul>
<b>Coaching</b>	<ul style="list-style-type: none"> <li>Design and deliver elements of coaching syllabus to develop all players according to agreed philosophy</li> <li>Consider holistic development of all players across four corner model and linked to their studies</li> <li>Maintain coaching qualifications and associated safeguarding and medical qualifications</li> </ul>
<b>Matchdays</b>	<ul style="list-style-type: none"> <li>Coordinate matchday delivery for 4 teams (Wednesday/Friday afternoons), ensuring all weekly games are covered</li> <li>Arrange additional friendlies and showcase fixtures</li> <li>Liaise with Stoneham Lane Football Complex staff to book facilities for home matches</li> <li>Liaise transport partners to organise transport for away matches</li> </ul>
<b>Promotion and Recruitment</b>	<ul style="list-style-type: none"> <li>Proactively lead recruitment from local secondary schools and clubs</li> <li>Lead delivery of open evenings and taster events to promote the programme</li> <li>Liaise with Hampshire FA Marketing and Communications team to promote the programme</li> <li>Work with sponsors and partners to maintain positive relationships</li> </ul>
<b>People</b>	<ul style="list-style-type: none"> <li>Line manage and mentor appropriate coaching workforce</li> <li>Support and mentor aspiring student coaches within the programme</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>Adhere to Hampshire FA finance protocols, processing payments and invoices as required</li> <li>Support Head of Strategy and Delivery to manage and effectively utilise annual budget</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>Support maintenance of FA safeguarding 365 operating standards and ensure that the safeguarding of young and vulnerable people is prioritised at all times</li> <li>Carry out and maintain appropriate Risk Assessments for programme (inc. any venues used and events delivered)</li> <li>Ensure that all players and parents are aware of how/encouraged to report any safeguarding concerns they might have</li> <li>Ensure all coaches are aware of their roles and responsibilities for safeguarding players and maintain appropriate qualifications accordingly</li> <li>Log and coordinate regular review of any issues relating to the safety and welfare of participants</li> </ul>



<b>Equality, Diversity &amp; Inclusion</b>	<ul style="list-style-type: none"> <li>Support the delivery of the Equality Action Plan</li> <li>Understand and commit to equality, diversity and inclusion</li> <li>Work with Community Engagement and Inclusion Officer to engage diverse players and coaches through the programme</li> </ul>
<b>National Game Strategy</b>	<ul style="list-style-type: none"> <li>Support the delivery of the National Game Strategy in Hampshire</li> <li>Support the Hampshire FA Coaches Community to develop grassroots coaches in Hampshire</li> <li>Work with the Coaching and Workforce Football Development Officer to deliver CPD opportunities for coaches</li> </ul>

**Skills**

**Knowledge/Experience**

<b>Essential (Required to fulfil role)</b>	<ul style="list-style-type: none"> <li>Ability to plan, set and achieve objectives to deadlines</li> <li>IT skills, including the use of Microsoft Office applications</li> <li>Ability to work independently and as part of a team</li> <li>Time management and prioritisation</li> </ul>	<ul style="list-style-type: none"> <li>UEFA B Coaching Licence with in date FA Safeguarding and Medical qualifications</li> <li>In date FA enhanced DBS criminal records check</li> <li>Experience of working to develop 16-19 year olds</li> <li>Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding</li> </ul>
<b>Non-Essential (Beneficial but can be accumulated once in the role)</b>	<ul style="list-style-type: none"> <li>Communication and presentation skills</li> <li>Budget management</li> <li>Problem-solving and decision-making</li> </ul>	<ul style="list-style-type: none"> <li>Experience of leading a coaching programme for 1 or more teams</li> <li>Experience of coaching/educating/working with 16-19 age group</li> <li>Wider Coaching Qualifications, eg. Goalkeeping, other sports, etc.</li> <li>Educated to A Level or equivalent</li> <li>Developing networks and relationships with a variety of stakeholders</li> <li>Provision of excellent customer service</li> </ul>

**HFA Values**

**Expected Behaviours**

<b>PROGRESSIVE</b>	<ul style="list-style-type: none"> <li>Identifies the need for, and actions change in direction, practice, policy or procedure.</li> <li>Questions the way things are done and takes informed risks.</li> <li>Continuously seeks to improve efficiency and performance.</li> </ul>
<b>RESPECTFUL</b>	<ul style="list-style-type: none"> <li>Maintains people's self-esteem when interacting with them.</li> <li>Avoids pre-judgement when listening to suggestions from others.</li> <li>Seizes the opportunity to apply Hampshire FA standards at all times.</li> </ul>
<b>INCLUSIVE</b>	<ul style="list-style-type: none"> <li>Openly collaborates with colleagues and partners in the game</li> <li>Provides equal opportunity to people of different backgrounds, experience and perspective</li> <li>Seeks out and embraces new ways of thinking and working.</li> </ul>
<b>DETERMINED</b>	<ul style="list-style-type: none"> <li>Works relentlessly to overcome roadblocks or obstacles to achieve the goal.</li> <li>Remains focused on seeing agreed goals through to completion taking pride in their work.</li> <li>Maintains motivation for their team and themselves.</li> </ul>
<b>EXCELLENT</b>	<ul style="list-style-type: none"> <li>Seeks to achieve the highest levels of performance at all times.</li> <li>Can be committed to achieve a standard that others consider impossible.</li> <li>Supports others to go further and achieve more.</li> </ul>

<b>Application Deadline:</b>	12pm on Monday 15 <sup>th</sup> August 2022
<b>Interviews to be held (format TBC):</b>	Tuesday 23 <sup>rd</sup> August 2022



# SUPPORTING INFORMATION

Hampshire FA Vision, Mission & Values

Vision

Using the power of **football** to build a better future for all communities in **Hampshire**.

Mission

Set strong foundations for all of Hampshire football to **Recover** stronger by enabling & supporting a bespoke Hampshire FA workforce.

Deliver an expanding network of **Hub Sites**, connected with & fully engaging their local communities.

Put **Youth Engagement** at the centre of all delivery & ensure young people are heard, safeguarded & empowered to influence the future.

Re-invigorate **Equality, Diversity & Inclusion** through new IAG/local engagement structure & governance standards.

Undertake a full business **Culture** review to embed inclusivity, safeguarding & quality community service throughout all we do.

Values

**Progressive - Respect - Inclusion - Determined - Excellence**

