

# JOB DESCRIPTION



# Job Description and Person Specification

<b>Job title</b>	Worcestershire FA Coach Mentor (Youth Male Pathway)
<b>Team</b>	Development
<b>Reports to</b>	Issey Lee-Fisher (Football Development Officer)

<b>Job purpose</b>
<ul style="list-style-type: none"> <li>To offer support as a Coach Mentor to those coaching within the youth male pathway (up to U18's)</li> <li>To work with the Football Development Team to ensure support is offered and maintained within high priority clubs and coaching workforces</li> <li>To support the delivery of Worcestershire FA's Business Strategy and FA National Game initiatives</li> <li>To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs</li> <li>To support the adoption of FA technology systems across grassroots football</li> </ul>

<b>Responsibilities</b>
<ul style="list-style-type: none"> <li>Offer bespoke 1 to 1 support to coaches.</li> <li>Provide mentor support to coaches who are actively coaching within the grassroots youth male pathway (up to U18's).</li> <li>Observe, provide feedback and create Individual action plans for coaches.</li> <li>Develop and deliver a programme of support for coaches, utilising the FA Four Corner Model and underpinning practice with practical and academic knowledge through learnings of FA Coaching Courses alongside relevant personal experiences.</li> <li>Support coach development, ensuring coaches become more transformational in their approach and signpost to CPD opportunities.</li> <li>Ensure coaches are supported to allow players receive a positive experience during training and match days.</li> <li>Support and develop reflection skills post-session and matchdays.</li> <li>Contribute to Worcestershire FA's delivery of an effective safeguarding plan, including the Safeguarding Operating Standard</li> <li>Contribute to ensuring that safeguarding and equality are embedded throughout Worcestershire FA and within grassroots football by understanding risks and responsibilities relating to activities.</li> <li>Understand Health and Safety responsibilities and Risk Assessments relating to activities.</li> <li>Understand GDPR, data security and data handling.</li> <li>Undertake any reasonable request of the Association in the course of your work to meet Worcestershire FA's changing priorities.</li> <li>Comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time</li> </ul>

Person specification	
Skills, knowledge and experience	
Essential	Desirable

<ul style="list-style-type: none"> <li>• Hold UEFA B Licence in Coaching Football</li> <li>• Knowledge over the current Introduction to Coaching Football Course and an understanding of what learners need to complete.</li> <li>• Access to own vehicle and clean Driver's Licence</li> <li>• Either currently coaching within a grassroots, community or academy environment or have been within the last year.</li> <li>• Be able to listen and generate constructive feedback to coaches, offering support where possible.</li> <li>• Be confident within own ability (personal and coaching skills)</li> <li>• Experience of carrying out administrative tasks</li> <li>• Excellent communication skills</li> <li>• Good organisational skills</li> <li>• Willingness to work unsociable hours including evenings and weekends</li> </ul>	<ul style="list-style-type: none"> <li>• Be able to understand coach motivations and how to get the best out of them.</li> <li>• Understand a variety of perspectives within the game, such as being a player (former or current) as well as a coach.</li> <li>• Be able to hold conversations away from formal training, such as (one to one) or group mentor meetings to discuss progress regularly.</li> <li>• Knowledge of The FA, Worcestershire FA and grassroots football</li> <li>• Understanding of Safeguarding</li> <li>• Understanding of Health and Safety and risk assessments</li> <li>• Understanding of GDPR, data security and data handling</li> </ul>
---	---

The job holder will be expected to understand and work in accordance with Worcestershire FA's values and behaviours described below	
Value	Behaviours
<b>Open</b>	<b>Open, transparent and approachable to new ideas and feedback</b> <ul style="list-style-type: none"> <li>• Obtains and welcomes feedback from colleagues, participants and volunteers, including from children and young people, to help identify the need for any change of direction, practice, policy or procedure</li> <li>• Avoids pre-judgement when listening to suggestions from others</li> <li>• Continuously seeks to improve efficiency and performance</li> </ul>
<b>Honest</b>	<b>To have open, honest communications both internally with colleagues and externally with stakeholders</b> <ul style="list-style-type: none"> <li>• Builds loyalty and trust with colleagues and customers</li> <li>• Maintains an individual's self-esteem when interacting with them</li> <li>• Raises any concerns with line manager, DSO or Mental Health Champion</li> </ul>
<b>Inclusive</b>	<b>Promotes and embeds safe, inclusive practices, opportunities and education for all:</b> <ul style="list-style-type: none"> <li>• Openly collaborates with colleagues, partners and volunteers</li> <li>• Provides equal opportunity to people of different backgrounds, experience and perspective</li> <li>• Fosters an inclusive environment that recognises and values the differences of colleagues and volunteers</li> </ul>
<b>Flexible</b>	<b>Embraces new concepts and ways of working, adapting to the needs of the business and its stakeholders</b> <ul style="list-style-type: none"> <li>• Works flexibly to overcome barriers to achieving objectives</li> <li>• Remains focused, maintaining motivation for the team and for themselves</li> <li>• Maintains a healthy work-life balance</li> </ul>
<b>Professional</b>	<b>To be knowledgeable, passionate and maintain integrity of business conduct</b> <ul style="list-style-type: none"> <li>• Works to achieve an exemplary level of performance</li> <li>• Delivers work outcomes to agreed quality standards and timescales</li> <li>• Supports and always applies Worcestershire FA's standards of business conduct</li> </ul>

#### Further information

Worcestershire FA 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.

A full, clean and valid driving licence is required.

The successful candidate shall receive branded Nike County FA kit which should be worn where possible to all meetings, events and occasions whereby the person is expected to work.

#### Salary

This role is for **50** hours across the season dedicated to coach mentoring within the youth male pathway, to be agreed with Lead Officer.

The successful candidate shall receive **£25** per hour, based on working with **2 and 3-star accredited clubs** affiliated to Worcestershire FA. Therefore, the successful candidate shall receive **£1,250 for the remainder of the 2023/24 season.**

Job description reviewed and modified by	Issey Lee-Fisher
Date of last review	
Job description authorised by	Jacquie Owers – Football Delivery Manager

Signed by job holder	
Date signed	



**WORCESTERSHIRE  
FOOTBALL**