

West Bromwich Albion & Sandwell College

U19's Coordinator – Job Specification



Job title:	The Albion Foundation & Sandwell College U19's Coordinator
Reports to:	Head of Active Lifestyles
Responsible for:	Sandwell College U19's Programme
Location:	The Albion Foundation, Ford Street, Smethwick, B67 7QY
Contract term:	12 months initial fixed- term contract
Hours of work:	<p>It is anticipated that you will work a minimum of 2 hours for each training session per week, x four sessions per week, x 2 evening session per week, plus a match day. A total of 37.5 hours per week, which includes 18 hours of delivery as stated above.</p> <p>You will manage your own time but will be expected to be present at all Under 19's Team training sessions and games and organise the above within your working week.</p> <p>You will be required to work outside of normal hours on the odd occasion to support wider Active lifestyles and wider Foundation events.</p>
Salary range:	£20,000 – £23,999 pro-rata
Job Purpose	
The post holder will be responsible for leading, delivering and developing the Sandwell College Programme.	
Duties:	
<p>The Albion Foundation & Sandwell College U19's Coordinator will be responsible for:</p> <ul style="list-style-type: none"> • Support the recruitment and management of under 19's playing squad & support trial days for AOC teams. • To develop players, and create pathways into non-league & professional clubs. • To oversee and or delegate responsibility for all fixture confirmation, training ground bookings, transport arrangements, officials, securing of home ground, liaising with home ground regarding match day arrangements, payment of officials. • To oversee or delegate responsibility for all match day kit, equipment. • To work with the Head of Active Lifestyles, TAF/Sandwell College coaches, and Football Development staff to develop and embed a transparent and productive philosophy and 'on pitch identity'. • To observe a minimum of 2 x Matchdays and 2 x Training sessions for both U19's teams & Sandwell College AOC teams. • To deliver a minimum of x2 Football workshops for the Active Lifestyles team. • To line manage up to three members of the Active Lifestyles team. 	

General duties:

- Ensure the Sandwell College teams compliment the strategy and operations of The Albion Foundation.
- Work with Schools, MJPL teams and Universities to develop further initiatives and opportunities across curriculum and beyond.
- Develop resources that support professional development of staff within the Foundation and participants of the programme where necessary.
- Developing and strengthening links with external organisations that fall within the department (e.g., WBA FC Academy, The FA, Sandwell Academy, Sandwell College, local junior clubs).
- Ensuring all activities are delivered in accordance with The Foundation and Governing Body Health & Safety Guidelines and the Welfare of all participants is paramount.
- Delivering the Strategic plans, Objectives & Key Results, and attend the relevant meetings as requested by Senior Leadership Team.
- Maintain relevant personal CPD to retain coaching and education qualifications and to develop your personal knowledge for the benefit of both yourself, & The Albion Foundation.
- Complying with the company policy requirements for Equal opportunities, Racial Equality, Sex Discrimination and Disability.
- Using ICT as required and to gain qualifications appropriate within the field in order to carry out the role of the job.
- Such other duties as may be appropriate to achieve the objectives of the post to assist the company in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
- You will be expected to accept reasonable flexibility in working arrangements and the allocations of duties to reflect the changing roles and responsibilities of The Albion Foundation. Any changes arising will take into account salary and status. They will also be subject to discussion with individuals or sections within the organisation.
- To always represent The Albion Foundation in a professional manner regarding to dress, presentation, personal hygiene, attitude, conduct and professionalism.
- To be able to work flexible and unsociable hours where the role of the job requires.

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Qualifications	Essential	Desirable	Measured
UEFA A Licence, or working towards	✓		Application
FA Licensed	✓		Application
A recognised First Aid Qualification	✓		Application
Knowledge			
Knowledge and understanding of child protection issues including holding a current FA Safeguarding Children Workshop certificate	✓		Application/Interview
Experience			
Must be an outstanding practitioner and have previous proven track record of working within elite coaching	✓		Application/Interview
Experience of coaching all ages and abilities	✓		Application/Interview
An appreciation and experience of mentoring and developing other coaches	✓		Interview
Working across a public, private and voluntary sector in a multi-agency approach	✓		Interview
Activity planning and a sound knowledge of the workings of a Professional Football Club and/or grass roots	✓		Interview
Personal			Interview
An accepted Enhanced FA DBS	✓		Pre-Employment Checks
Full Driving licence	✓		Application
Car owner	✓		Application