

ETC Support Coach – Role Description

The Albion Foundation is the official charity partner of West Bromwich Albion Football Club.

A Proud Albion Family, Engaged, Inspired and Achieving its Potential.

Making a measurable difference in the heart of our community.

We Care About Making a Difference.

Diversity is important to us; Growing, Maintaining and Promoting a diverse team is top priority for us. We encourage applications from a diverse range of suitably qualified candidates and would encourage Sandwell residents to apply.

Job Title	Girls Emerging Talent Centre Support Coach
Reports to	Player Development Lead & Head of People
Contract term	9-months during the 25/26 season (September 25 – May 26 for 30 weeks)
Hours of work	Training takes place on Tuesdays 18:00 – 19:30pm You will be required to work outside of normal office hours, at evenings and weekends.
Department	Active Lifestyles – Girls Football
Salary	£553.50 (£12.30 p/h)

Role purpose

The purpose of the ETC Support Coach is to develop players alongside ETC Lead Coaches within the specified ETC age group to attain the highest levels of performance possible in a safe, secure and supportive environment. You will drive 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 game. You will support the age group coach in delivering football coaching sessions in line with the ETC curriculum/blueprint and be responsible for delivering football coaching sessions.

You will be an advocate and guardian of the women's game.

Key responsibilities

Coaching Programme:

- Support & deliver high quality football coaching sessions to develop all players within your age group, with support of the Lead coach.
- Sessions should be implemented in-line with club methodology within our player development curriculum, and recognise vision and philosophy, and what is suitable for the players.

- Continuously seek alternative ways to develop players holistically, as players but more importantly as people.
- To liaise with other age group coaches around best practise.
- Support the age group lead coach in the planning, preparation, delivery and evaluation of coaching sessions.
- Share views and opinions on players development in an open minded and positive way.
- Coach in a way that ensures players:
 - Are encouraged to ask questions and seek feedback for improvement and clarity.
 - Are encouraged to have input to footballing decisions and their own learning.
 - Are communicated the 'why' as well as the 'what' of decisions.
 - Know and understand the purpose of the 'why' of training sessions.
 - Input into selection decisions (e.g., attend trial and take part in section decisions after the event)
 - Work across age groups where possible.

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 outside the ETC.

For all Albion Foundation staff

- Promote a positive and professional image at all times including appearance and punctuality.
- Have an understanding of the Albion Foundation departments and projects and encourage additional participation.
- Attend performance reviews, staff meetings and training as requested.
- Any other duties deemed appropriate by line manager or equivalent.

ETC Support Coach – Person Specification



Education & Qualifications	Essential	Desirable	Measured
UEFA B, or working towards		✓	Application
FA Level 2/UEFA C Football Coaching	✓		Application
FA First Aid in Football	✓		Application
FA Safeguarding Children	✓		Application
Enhanced FA DBS (Disclosure & Barring Service)	✓		Application/Onboarding
Knowledge & Experience			
Good knowledge and experience of the Women and Girls game	✓		Application/Interview
Minimum of 3 years coaching experience		✓	Application/Interview
Skills & Abilities			
Good level of organisation skills and session planning	✓		Interview
Good communication skills	✓		Interview
Ability to build and maintain relationships with players, parents and coaches	✓		Interview
Able to adapt sessions to participants to suit their talent and age group	✓		Interview
Personal			
Ability to work efficiently on own initiative and maintain a high standard of work	✓		Interview
A flexible attitude to working and willing to work evenings and weekends including matchdays	✓		Interview
Hold a valid driving license and have access to own transport	✓		Interview
Reliable and dependable	✓		Interview

Equality & Diversity			
Must be able to recognise discrimination in its many forms and adhere to Foundation's Equality policies	✓		Interview
Able to work within a diverse community and draw on individual strengths to promote equality & diversity.	✓		Interview
Additional information			
<p>This job description aims to provide a guide to the main roles and responsibilities involved in the post at the date that it is drawn up; it does not provide an exhaustive list.</p> <p>TAF (The Albion Foundation) changes to meet the demands of customers and stakeholders, therefore duties included in the role may change and job descriptions will be reviewed and updated accordingly. Employees are expected to be adaptable and employ a flexible approach to their work.</p> <p>All staff are expected to:</p> <ul style="list-style-type: none"> - Demonstrate and uphold TAF's values, adhering to the Staff Code of Conduct. - Conform to TAF's Safeguarding policy, demonstrating a commitment to safeguarding and the welfare of all young people and vulnerable adults. - Conform to TAF's Equality and Diversity policy and championing improvements. - Attend and participate in INSET/training days and continually commit to build on your personal Continual Professional Development. 			