

Girls Games Programme Lead Coach – Job 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 Games Programme - Lead Coach
Reports to	Player Development Lead & Head of People
Contract term	10-months during the 25/26 season (August 25 – May 26 for 36 weeks)
Hours of work	7 hours per week x 36 weeks Training nights Tuesdays 7:30pm – 9:30pm & Thursdays 6:00 – 7:30pm OR 7:30 – 9:00pm (age group dependant) Match Days Saturdays 8:30am – 12:30pm You will be required to work outside of normal office hours, at evenings and weekends.
Department	Active Lifestyles – Girls Football
Salary	£4,536 (£18 p/h)

Job purpose

The purpose of the Lead Coach is to support and develop all players within the 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 Girls Games Programme 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 GGP 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:

- Deliver high quality football coaching sessions to develop all players within your age group, utilising the support coach effectively wherever possible.
- Sessions should be implemented in-line with club methodology within our payer development curriculum, and recognise vision and philosophy, and what is suitable for the players.
- To work collaboratively with a multidisciplinary team, including the Lead coach, strength and conditioning coach, physio and GK coach.
- Continuously seek alternative ways to develop players holistically, as players but more importantly as people.
- To support the Club secretary in responsibility for all fixture confirmation, training ground bookings, transport arrangements, officials, securing of home ground, liaising with home ground regarding match day arrangements, securing turnstile operators, payment of officials
- Plan, prepare, deliver and evaluate coaching sessions, following a training programme typically devised by the Player Development Lead.
- Provide input to the development and ongoing improvement/adaptation of the coaching curriculum.
- 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 the footballing decisions and their own learning process.
 - ✓ Are communicated the 'why' as well as the 'what' of decisions.
 - ✓ Know and understand the purpose and 'why' of training sessions.
- Provide learning and development opportunities to any volunteer coaches, for example:
 - ✓ Giving them stretching responsibility
 - ✓ Providing developmental feedback on their coaching
 - ✓ Seeking their input and views on players and sessions
- Input into selection decisions(e.g., attend trials and take part in selection decisions post trial)
- To liaise with other age group coaches around best practise, players going through age group transitions etc.

Holistic Payer Development:

- Work with individual players, set appropriate developmental targets, with a plan to work towards.
- Compete Mid-Year and End of Year Individual player reviews with the Player Development Lead.
- Connect with players and the Player Development Lead through the Individual Development Plans and Player Logbooks.
- Provide 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.
- Ensure all games and festivals are well managed with a development philosophy clear to players and parents/carers.
- 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 GGP.
- Work with the Safeguarding Officer to ensure that the wellbeing and welfare of all players and staff is always an operational priority.

Management & Administration:

- Record participation and attendance at Girls activities for the designated age group.
- Ensure communication to players and parents/carers concerning age group is consistent and aligned to TAF communications.
- Educate parents/carers on the programme and how they can support their child's football and personal development while in the GGP.
- Store and maintain kit and equipment.
- Maintain a well-supplied medical bag for all training and events, in consultation with the Physiotherapist/Sports Therapist.

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 GGP.

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.

The Albion Foundation

Girls Games Programme Lead 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			
High level of organisation skills and session planning	✓		Interview
Excellent 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

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.

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.

All staff are expected to:

- 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.