

Goalkeeper Coach (Female Football Pathway) – Job Description

<p>The Albion Foundation is the official charity partner of West Bromwich Albion Football Club.</p> <p>A Proud Albion Family, Engaged, Inspired and Achieving its Potential.</p> <p>Making a measurable difference in the heart of our community.</p> <p>We Care About Making a Difference.</p> <p>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.</p>	
Job Title:	Goalkeeper Coach (GGP & ETC)
Reports to:	Player Development Lead
Contract term:	Season 2025 – 2026 only (End of contract May 2026)
Hours of work	<p>This is a part-time role with up to 6 hours per week.</p> <p>You will be required to work outside of normal office hours, at evenings and weekends.</p> <p>You will be required to work the following hours:</p> <p>Tuesday: Girls ETC & GGP 18:00 – 21:00pm</p> <p>Thursday: Girls Games Programme 18:00 – 21:00pm</p> <p>Additional hours for match days on Saturdays if required.</p>
Salary:	£18 p/h
<p>Job purpose:</p> <p>The purpose of the Goalkeeper Coach is to support and develop all goalkeepers within the female pathway, to attain the highest levels of performance possible in a safe, secure and supportive environment.</p> <p>You will drive and nurture a positive culture within the training group. Be a coach who makes the Albion Foundation a place where goalkeepers learn, have fun and develop a love for the game. You will ensure the age groups coaching programme adheres to and exceeds all club standards and FA ETC licence requirements.</p> <p>You will be an advocate and guardian of the women’s game.</p>	
<p>Key responsibilities:</p>	

Coaching Programme:

- Deliver high quality football goalkeeping coaching sessions to develop all GK's within age groups, utilising the support coach effectively wherever possible.
- 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.
- To work collaboratively with a multidisciplinary team, including Lead coaches, strength and conditioning coach and physiotherapist.
- Continuously seek alternative ways to develop players holistically, as players but more importantly as people.
- Plan, prepare, deliver and evaluate goalkeeper 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)
- Work with goalkeepers across all age groups, in the female pathway.

Holistic Player Development:

- Work with individual goalkeepers, set appropriate developmental targets, with a plan to work towards.
- Complete Mid-Year and End of Year Individual player reviews with the relevant Leads.
- 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 Girls Games programme games and festivals are well managed with a development philosophy clear to players and parents/carers.
- Encourage/support the holistic development of players to support them as people and players.
- Be available to goalkeepers 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 Albion Foundation.
- 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 all activities for the designated group.
- Ensure communication to goalkeepers and parents/carers is consistent and aligned to all communications.

- Educate parents/carers on the programme and how they can support their child's football and personal development while in the Albion Foundation.
- 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 Albion Foundation.

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.

Goalkeeper Coach (Female Football Pathway) – Person Specification

Education & Qualifications	Essential	Desirable	Measured
UEFA B Licence/or working towards		✓	Application
FA Level 2/UEFA C Football coaching qualification	✓		Application
FA Safeguarding Children	✓		Application
Enhanced FA DBS (Disclosure & Barring Service)	✓		Application
FA First Aid in Football Qualification	✓		Application
Knowledge & Experience			
Good knowledge of the Boys & Women and Girls game	✓		Application/Interview
Minimum of 3 years coaching experience	✓		Application/Interview
Experience of Leading female and male youth football programmes	✓		Application/Interview
High level of organisational skills, session planning, excellent communication skills and the ability to build and maintain relationships with players, parents and coaches.	✓		Application/Interview
Skills & Abilities			
Able to communicate effectively with a range of people and age groups	✓		Interview/Practical
Able to work in both a team and independently	✓		Interview
Able to adapt sessions to participants to suit their talent and age group	✓		Interview/Practical
Able to encourage motivate and enthuse young people to participate in football	✓		Interview/Practical
Excellent planning and organisational skills	✓		Interview

Basic IT skills to include Microsoft Office products	✓		Application/Interview
Personal			
Ability to work efficiently on own initiative and maintain a high standard of work	✓		Application/Interview
A flexible attitude to working and willing to work evenings and weekends including matchdays	✓		Application/Reference
Hold a valid driving licence and have access to own transport	✓		Application
Reliable and dependable	✓		Reference
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. 			