

---

# The Albion Foundation

## Job Description — Co-Coach u16 Girls Games programme

---

### Section 1 — Role Identity

---

<b>Job Title</b>	GGP u16 Co-Coach Coach	<b>Pay</b>	£16.50p/h
<b>Reporting To</b>	Head of Football	<b>Department / Programme Area</b>	Football For All
<b>Location / Sites</b>	Sandwell & League wide	<b>Contract Type</b>	40 Weeks
<b>Hours per Week</b>	7 hours	<b>Date of Last Review</b>	N/A

### Section 2 — Role Purpose

---

The Girls Games Programme u16 Co-Coach at The Albion Foundation will help the planning, delivery and management of high-quality football provision within a competitive league environment, supporting the development of players both on and off the pitch.

The role is responsible for creating a positive, challenging and inclusive performance culture that enables young people to develop their technical ability, tactical understanding, teamwork, discipline and confidence. They will oversee training & matchday operations, player progression and coach support while ensuring all activity is delivered in line with the Foundation's values, safeguarding standards and long-term player development, as part of a wider multi-disciplinary team.

---

---

## Section 3 — Key Responsibilities

---

1.	Plan and prepare sessions in advance, adapting content and methodology to meet the needs of players. Deliver high-quality coaching sessions for youth players competing within a structured league programme, to agreed TAF quality standards.
2.	Support and manage matchday operations, including squad selection, tactics, player preparation and post-match review.
3.	Support the technical, tactical, physical and social development of players in line with the long-term player development philosophy of The Albion Foundation.
4.	Create a positive, inclusive and disciplined team culture that promotes respect, teamwork, enjoyment and personal development.
5.	Monitor player progress and maintain accurate records relating to attendance, performance and development outcomes, contributing to impact measurements and reports.
6.	Maintains awareness of and adheres to all relevant health & safety, equality and player welfare requirements, including site risk assessments, equipment checks and accident reporting procedures.
7.	Build and maintain positive relationships with players, parents/carers, league officials and partner organisations.
8.	Ensure all coaching activity and matchday delivery complies with safeguarding, health and safety, equality, and welfare standards.
9.	Support the coordination of fixtures, training schedules, and communication with leagues and opposition teams.
10.	Act as a positive ambassador for The Albion Foundation, upholding the organisation's values and reputation within the community and competitive football environment.

### All Albion Foundation Staff — Generic Responsibilities

- Promote a positive and professional image at all times, including appearance and punctuality.
  - Have an understanding of The Albion Foundation's 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. Where additional duties become a permanent and significant feature of the role, a job description review should be requested.
  - 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 champion improvements.
  - Attend and participate in INSET/training days and continually commit to building personal Continual Professional Development.
-

---

## Section 4 — Scope and Accountability

---

### 4a — Line Management Responsibility

Delivery Coach roles do not carry formal line management responsibility. Experienced Delivery Coaches may informally support new starters or volunteers — this should be noted below if applicable.

<b>Informal mentoring / support (if applicable)</b>	Mentees & students
-----------------------------------------------------	--------------------

### 4b — Budget Accountability

Delivery Coach roles do not hold budget accountability. Note any programme resources or equipment the role is responsible for managing.

<b>Resources / equipment accountability (if applicable)</b>	Accountable for age group equipment including bags, cones, bibs & footballs – ensure bibs are clean and hygienic and equipment is in full working order.
-------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------

### 4c — Programme and Audience Reach

<b>Programme(s) delivered</b>	Football Pathway Programmes
<b>Sites / locations</b>	Sandwell & League wide
<b>Audience types</b> (e.g. primary, secondary, disability, adult)	Youth Football players
<b>Typical weekly delivery hours</b>	7 hours

---

## Section 5 — Person Specification

---

Area	Essential	Desirable
<b>Qualifications &amp; Licences</b>	Enhanced DBS Emergency First Aid Safeguarding For All & Children UEFA B	UEFA A Degree level
<b>Experience</b>	Minimum 2 years' experience coaching football	
<b>Knowledge</b>	Understanding of safeguarding and child protection Knowledge of inclusive practice	
<b>Skills</b>	Ability to plan and deliver engaging, outcomes-focused sessions Strong communication and relationship-building skills Organised, reliable and punctual	
<b>Personal Attributes</b>	Lives by TAF values Commitment to equality, diversity and inclusion Enthusiastic, positive and resilient	

---

---

## Section 6 — TAF Values

---

All TAF staff are expected to demonstrate the four organisational values in their day-to-day work. The behaviours below describe what living each value looks like at TAF — they apply to every role and grade.

TAF Value	Observable Behaviours — universal across all grades and roles
<b>Show Integrity</b> "Do the right thing"	<ul style="list-style-type: none"><li>• Always tries to do the right thing by others and the organisation</li><li>• Can be relied upon to do their best work when not supervised</li><li>• Transparent and honest — does not cover up mistakes</li></ul>
<b>Go Above and Beyond</b> "Get it done"	<ul style="list-style-type: none"><li>• Has a can-do attitude; does not wait to be asked</li><li>• Will do what it takes to get the job done</li><li>• Goes the extra mile consistently, not just occasionally</li></ul>
<b>Find a Better Way</b> "Find solutions"	<ul style="list-style-type: none"><li>• Has a growth mindset — open to change and new approaches</li><li>• Invests in their own learning and CPD proactively</li><li>• Brings solutions rather than just problems</li></ul>
<b>Inspire to Achieve</b> "Make things better"	<ul style="list-style-type: none"><li>• Brings energy to the organisation on a daily basis</li><li>• Finds the spark in others and motivates them to achieve more</li><li>• Inspires participants, colleagues or community to believe in themselves</li></ul>