



AFC WIMBLEDON ACADEMY

Job Profile and Employee Specification

Job title:	AFC Wimbledon Academy – Academy Head of Coaching
Responsible to:	Academy Manager
Location:	KCL Sports Ground, KT3 5HA & Other training venues
Hours:	35 hours per week minimum. Flexible working hours will include evening and weekend work
Job purpose:	To establish a sustainable system and approach to coach development within the Academy. To develop coaches so that they develop towards maximising the best of their potential and are consequently able to maximise the potential of the players that they work with.

Core responsibilities	
1	Communicate and promote the Academy culture by creating a professional environment for the development of coaches
2	Have consistently high standards
3	Oversee the management of the internal Coach Development Programme including a Coaches Competency Framework (CCF) for each member of coaching staff
4	Always work within the remit of the club's Academy Values and Performance Plan.
5	Report to the Academy Manager on all matters of coach / staff development.
6	Ensure full compliance with all rules and regulations set by the Football Association, English Football League/Premier League.
7	To attend appropriate meetings regarding key issues within the Academy.
8	Any reasonable duties considered commensurate within the role.
9	Work closely with the Academy Management Team, Multi-Disciplinary Teams to ensure necessary performance standards are met and developed
10	Ensure every coach has a personalised Development Action Plan (DAP) that is tailored to their individual needs
11	Maintain an up-to-date Training Needs Analysis (TNA) of every individual coach's current and required CPD and qualifications.
12	Lead on the recruitment of part time coaches and other support staff
13	Oversee the formal appraisal process for each coach in the Academy (<i>in-line with their DAP's</i>)
14	Observe coach performance and provide feedback to aid development
15	To be the Academy's main liaison with the FA Youth Coach Developer
16	Directly oversee the management & training of all coaching staff activities on the Performance Management Application to ensure all relevant performance data is being inputted and evaluated.
Key skills and experience	
1	Build relationships and utilise the expertise of a multi-discipline team
2	Strong Leadership and Management skills
3	Excellent communication & standard setting skills
4	Experience of working in an elite learning / performance environment
5	A working knowledge and understanding of coaching and coach development
6	Knowledge and experience of managing & designing development programmes across multiple age-groups
7	An understanding of sports science and medicine & psychology
8	Competence in all MS Office packages with experience of recording and reporting information
9	Experience with the PMA system
10	A comprehensive understanding of the Elite Player Performance Plan (EPPP)
Equal Opportunities	
1	To always adhere to Academy policies and procedures regarding welfare of minors, ensuring compliance at all times.
2	Experience and understanding of Child Protection and Safeguarding procedures

AFC Wimbledon Academy

Kings College London Training Ground, Windsor Avenue, New Malden, Surrey, KT3 5HA

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Email: academy@afcwimbledon.ltd.uk



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Self-development	
1	Attend all club in-house CPD events
3	To undertake CPD as necessary and relevant to the post.
4	To attend and complete all aspects of EHOC development programme

Requirements	Desirables
<ul style="list-style-type: none">• UEFA A Licence• FA Youth Award (all three modules)• FA Safeguarding qualification• FA First Aid qualification and/or BFAS• Enhanced DBS clearance• Clean Driving Licence	<ul style="list-style-type: none">• FA Advanced Youth Award• FA Coach Education Qualification• Level 5 'Pro License' qualification• Qualification in Education (eg. PGCE)

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