**Mansfield Town F.C. Academy Foundation Phase Coach – Job Description**

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| **Overall Purpose of Job:** | |
| To be part of the Mansfield Town F.C. Academy Coaching Staff responsible for the delivery of the Academy Category 3 Foundation Phase Coaching Programme to maximize the opportunities for young players to reach their full potential in line with the Academy vision and philosophy | |
| **Main Responsibilities/Description of Duties:** | |
| * Provide high standard coaching to a respective age group, educating them in the in line with the MTFC Academy philosophy and MTFC Coach Competency Framework as outlined in the Academy Performance Plan * To ensure that all Academy players adhere the MTFC Values and show a high level of Respect and Discipline. * To adhere to the Coaches Code of Conduct. * To assist players to set individual short-term and long-term goals and to create Individual Action Plans for all players * To maintain all coaching and games program records on the PMA for each session throughout the season. * To complete player progress reports on the PMA * Attend parents evening sessions throughout the season for each individual player * To develop and maintain a professional relationship with the parents of youngsters in the programme. * Complete CPD (Continuous Professional Development) to maintain coaching qualifications. * To work with Head of Coaching in the completion of a personal Coach Development Plan in line with the MTFC Coach Competency Framework * To maintain FA Licensed Coaches Club membership criteria * To identify players available each weekend for matches and communicate any additional player requirements * To attend coach in service days as instructed by Academy Manager/Head of Academy Operations/Head of Coaching. * To support the development of young players in a healthy lifestyle, diet, drug awareness, education. * To take responsibility for the care and maintenance of all age group training equipment and playing kit. * To attend Coaches Meetings or additional training nights as instructed by the Academy Manager/Head of Academy Operations/Head of Coaching. * To assess trialists at both training and games and feedback to Head of Academy Recruitment. * To assist with sport science input where required at training sessions. * To attend tournaments and trips when requested by the club. * To abide by all club policies including (but not exclusive to) Safeguarding, Equality and Health & Safety | |
| **Experience/Qualifications/Training** | |
| **Essential:**   * UEFA B Licence and above * EFAIF Qualification * Experience of coaching within the relevant age groups (preferably in an Academy/Player Development environment) * Computer skills (in particular Word/ Excel/ Access). * High levels of communication skills, both orally and written. * Personable and enthusiastic with a strong work ethic. * Sensitive to the needs of young players and parents/guardians * Willingness to work weekends and evenings. * Desire to be an ambassador for MTFC in public role * CRB check undertaken * FA Youth Award * Full Driving Licence | **Desirable:**   * Knowledge of the PMA system. * Knowledge and understanding of the EPPP process |

**BAME Declaration**  
The EFL has introduced positive action measures aimed at tackling the under-representation of coaches and managers from Black, Asian and Minority Ethic (BAME) backgrounds.

M.T.F.C. welcomes Male Applicants of BAME origin and Female Applicants of any ethnic origin

**Salary -** Competitive salary based on relevant experience.

Please note that this is a vital position within the Academy department at Mansfield Town Football Club and will require a high degree of commitment to the role, including evening and weekend work.

Please send a C.V. and Covering Letter (Ensuring completion of Equality Form) to [simon.ward@mansfieldtown.net](mailto:simon.ward@mansfieldtown.net) (Academy Head of Coaching)

Closing date for Applications is 30th July 2021