**Job Description/Roles & Responsibilities**

**Mansfield Town Football Club are looking to recruit a driven and enthusiastic individual as the Academy’s Head of Coaching.**

The successful candidate will be responsible for leading the Academy’s coaching function.

**Key responsibilities include:**

* Facilitating transition to Category 3 Academy Status
* To establish a sustainable system and approach for the development of all coaching staff across the Foundation, Youth and Professional Development phases.
* Design and manage the delivery of the in-service CPD coach education programme for all age group coaches.
* Provide a clear, up-to-date Training needs analysis (TNA) of every individual coach's current and required level of performance.
* Ensure every coach has a personalised Development Action Plan (DAP) that is tailored to meet their individual needs.
* Develop and implement a Club Specific Coach Competency Framework (CCF) to monitor and evaluate coaches in order to develop DAPs.
* Provide 1:1 coaching, analysis and feedback to coaches in order to further develop the coach’s skill set
* Establish and maintain standard practices and procedures for safe and effective coaching, playing and operation for all Academy squads
* Establish and maintain records for all Academy players
* Undertake assessments of all Academy players with lead phase coaches and recommend players to the Academy Recruitment Forum for retention and release
* To comply with and ensure the compliance of coaching and other Academy staff to M.T.F.C.’S Safeguarding Policies and Procedures.
* To work within and uphold all the Academies policies and best practice guidelines, including; Safeguarding, Health & Safety, Recruitment, Equality, Diversity and Inclusion and Codes of Conduct.
* To attend and play an active role in regular Academy Management staff meetings, reporting on all matters relating to the role of Head of Coaching.
* To maintain appropriate levels of personal CPD as outlined within the EFL Youth Development Rules and as required to retain FA Licensed coach status.
* To ensure that all that all relevant PMA administration is kept up to date for all coaches across the Academy.
* To contribute, adapt and help evolve the current coaching syllabus in co-ordination with the Academy Manager in order to aid the progression of the Academy.
* To be prepared to do any other duties to further the development of the Club and Academy as and when required.

**Desirable Personal Attributes:**

Have a full clean driving licence

Previous experience of working within the football or related industry

Coaching Education experience

Youth Coaching experience

**Qualifications - Essential**

UEFA A Licence  
FA Advanced Youth Award  
Enhanced DBS Check  
BFAS (current EFAiF)  
FA Safeguarding Children Qualification

**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 Below) to [neil.bainbridge@mansfieldtown.net](mailto:neil.bainbridge@mansfieldtown.net) (Academy Head of Operations)

Closing date for Applications is Friday 25 October 2019

Interviews will be held W/C Monday 04 November



**Mansfield Town F.C. Academy Equality Form**

Under the Equality Act 2010, to build an accurate picture of the applicants applying for positions at Mansfield Town F.C., and in encouraging equality and diversity, we ask all candidates to fill in the following information at your discretion. The information you provide will stay confidential, and be stored

**Position applied for:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Gender**

Male

Female

Non-binary

Do not wish to disclose

**What age group do you belong to?**

18-25

26-35

36-45

46-55

56 –65

65+

Do not wish to disclose

**How would you describe your sexuality?**

Heterosexual

Gay man

Gay woman / lesbian

Bi-sexual

Do not wish to disclose

**Do you consider yourself to have a disability?**

The Equality Act 2010 protects people who are disabled including those with long-term health conditions.

Yes

No

Do not wish to disclose

If ‘Yes’ please state the type of impairment which applies to you. People may experience more than one type of impairment, in which case you may indicate more than one. If none of the categories apply, please mark ‘other’.

Physical Impairment  Learning Disability / Difficulty

Sensory Impairment  Long-standing Illness

Mental Health Condition  Other

**Please indicate which ethnic group you consider yourself to belong to?**

**White**

White – British (to include Northern Ireland, Scotland & Wales)

White – Irish

White - European

Other White

**Black**

Black or Black British – Caribbean

Black or Black British – African

Other Black

**Asian**

Asian or Asian British – Indian

Asian or Asian British – Pakistani

Asian or Asian British – Bangladeshi

Chinese

Other Asian

**Mixed**

Mixed – White & Black Caribbean

Mixed – White & Black African

Mixed – White & Asian

Other Mixed

**Other/unknown**

Ethnic identity not known

Do not wish to disclose

**Thank you for taking the time to complete this equality monitoring form.**

**Please send to –** [**neil.bainbridge@mansfieldtown.net**](mailto:neil.bainbridge@mansfieldtown.net)