



<b>Organisation</b>	Preston North End FC
<b>Position</b>	Part Time Academy Coach
<b>Rate of pay</b>	Set fee per coaching session
<b>Location</b>	UCLan Sports Arena and various other locations nationwide
<b>Type of Contract</b>	Part Time fixed term seasonal contract
<b>Job Reference</b>	PNE 1064
<b>Closing Date</b>	Wednesday 12 <sup>th</sup> June 2019 at 5pm.

Preston North End Football Club has an exciting and unique opportunity for a part time Academy Coach with a UEFA B licence and FA Youth Awards to work within the Academy Department at Preston North End FC.

This part time seasonal fixed term contract will give you the opportunity to work within our Foundation Phase and Youth Development Phase

**Contractual Status:**

Fixed Term seasonal contract with a view to renew each season.

**How to apply:**

The closing date for this position is Wednesday 12<sup>th</sup> June 2019 at 5pm, and applications can be sent via email to [jobs@pne.com](mailto:jobs@pne.com) or via post. Please include the job reference PNE 1064.

Please complete the application form and send along with a covering letter via email to [jobs@pne.com](mailto:jobs@pne.com), clearly stating reference PNE 1064.

Please also complete the equal opportunities monitoring form and return to the address below in a sealed envelope.

FAO Business Operations and HR Manager  
Preston North End Football Club  
Sir Tom Finney Way  
Preston  
PR1 6RU

**Interview Dates:**

Interviews will take place shortly after the closing date.

**Start Date:**

Sunday 30<sup>th</sup> June 2019.

The role is subject to two satisfactory work references and an Enhanced DBS clearance.

**JOB DESCRIPTION**

1.	<b>Job Title</b>	Part Time Academy Coach.
	<b>Salary</b>	The successful applicant will receive payment per coaching session and match days, as per the Academy payment structure.
	<b>Hours of Work</b>	Your hours of work will be determined by the needs of the role but can be up to 10 hours a week during the season. You may from time to time be required to work such additional hours as is reasonable to meet the requirements of the Club's business.
	<b>Location</b>	Your main place of employment will be at UCLan Sports Arena, Tom Benson Way, Preston, PR2 1SG, however the role will dictate you to travel to various other venues as well as the main head office at Preston North End FC, Sir Tom Finney Way, Deepdale, Preston, PR1 6RU.
	<b>Responsible To</b>	Responsible to the Academy Manager, Head of Coaching and Lead Phase Coaches.
	<b>Responsible For</b>	N/a.
	<b>Contractual Status</b>	Fixed Term Seasonal Contract with the potential to renew each season.
	2.	<b>Overall purpose of the Job</b>

3.

### Principle Duties and Responsibilities

- Coaches must be 'set up and ready' in plenty of time, at least 10 minutes prior to each training session starting (where practicable).
- All equipment should be specific for the age group and be in a condition that is safe for player usage. i.e., football is to be pumped up and clean, bibs should be washed and dried, etc.
- Any portable goals should be secured correctly to avoid any potential accidents that may be encountered.
- Coaches must report to the Head of Coaching and Lead Phase Coach or another designated person to 'sign off' the designated session to be delivered prior to each evening's coaching. This should be placed in the Age Group file in the relevant place.
- Coaches must complete all relevant paperwork regarding the grading of the young players, these should be dated and should include all learning objectives feedback to the session. All completed paperwork should be passed to the Head of Coaching and Lead Phase Coach or designated person as soon as practicable.
- Coaches shall if unable to attend training notify the Head of Coaching and Lead Youth Development Coach or other appointed person as soon as possible so that alternative coaching arrangements can be made.
- If you have a concern as far as child safety, you should notify the Academy Manager, Head of Coaching, Academy Safeguarding officer and Lead Phase Coach immediately.
- Any injured players should be sent for treatment to the Chartered Physiotherapy staff on duty.
- Coaches should make themselves available for players and parents discussion at a time suitable for all parties.
- Coaches should complete all assessments of players and meet with players and parents at

	<p>designated times throughout the season. Copies of the assessments should be given to the player, Head of Coaching and Lead Phase Coach to be placed on file.</p> <ul style="list-style-type: none"> <li>• No player shall be registered or released without prior consent from the Head of Coaching and Lead Youth Development Phase Coach.</li> <li>• Coaches should liaise with relevant scouts after the release of signing of a player, this will then give valuable information so that the correct standard of players is then brought into Preston North End FC Academy.</li> <li>• Coaches should attend all Preston North End in service training as part of their continuous development.</li> <li>• If any coach wishes to place a complaint about any other member of staff with the Academy, this should be done in line with the Club's Grievance procedure and Whistleblowing and the Disciplinary and Grievance procedure.</li> <li>• Coaches should be flexible in their programme as the need to take different age groups may be encountered.</li> <li>• Coaches should be willing to take on additional roles or duties if asked to do so by the Academy Manager, Head of Coaching, Lead Phase Coach or other appointed person.</li> <li>• Coaches must attend the coaches' induction meeting where additional guidance notes will be given.</li> <li>• Coaches must provide the Academy Manager, Head of Coaching and Lead Youth Development Coach with copies of all qualifications, DBS number and an up to date Curriculum Vitae.</li> </ul>
<p><b>General</b></p>	<p>To, at all times, represent Preston North End Football Club in a professional manner regarding appearance, presentation, personal hygiene, attitude, conduct and professionalism.</p>

	To be able to, with notice, work additional hours and flexible hours to cover holidays and sickness and where the needs of the Club require.
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### ESSENTIAL QUALIFICATIONS AND SKILLS REQUIRED

1. Must be in possession of a UEFA B Licence award and FA Youth awards.
2. The jobholder must be able to exhibit sufficient experience within a youth environment within a professional football Club that encompasses knowledge from playing, coaching and management.
3. Directly reporting to the Lead Phase Coach, the job holder must be able to present both written and oral reports from coaching sessions and matches.
4. Must hold an up to date Basic First Aid for Sport (BFAS) qualification.
5. An up to date FA Advanced Youth Award with the age-specific specialist element relevant to the development Phase which you coach. (Or willing to complete this qualification when appropriate as agreed with the Academy Manager.)

### DESIRABLE QUALIFICATIONS AND SKILLS REQUIRED

1. To complete the FA Safeguarding Children Workshop.
2. To complete the Playing for Inclusion E-Learning Module.

**This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation. All employees may be required to undertake any other duties as may be reasonably required.**

#### **Safeguarding Statement**

**Preston North End FC are committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment. You will be required to provide details of references for the previous five years working history.**

### **General Information**

**The employee must at all times carry out their duties with due regard to the Preston North End policies and procedures.**

**The employee must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relationships between all internal and external stakeholders.**

**Preston North End Football Club is an equal opportunities employer.**