



Organisation	Preston North End FC
Position	Part Time Goalkeeping Coach
Rate of pay	A set fee for each coaching session and a set fee for each match.
Location	Academy training complex. (UCLan Sports Arena, Cottam and Springfield's Training Ground, Lea, Preston).
Type of Contract	Part-time season long contract. To be reviewed at the end of each football season.
Job Reference	PNE- 1098
Closing Date	31 st March 2021, 5pm

Preston North End Academy have an exciting and unique opportunity for an experienced Goalkeeping Coach within the Academy department for the upcoming 2021/22 season.

The successful candidate must be in possession of a UEFA B Licence and relevant FA Youth Award.

How to apply:

The closing date for this position is Wednesday 31st March 2021, applications can be sent via email to jobs@pne.com or via post. Please include the job reference PNE-1098.

Please complete the application form and send along with a covering letter via email to jobs@pne.com, clearly stating the job reference number. You may also include a CV to accompany the application form but the application form must be completed in full.

All applicants are required to complete an equal opportunities monitoring form and return it to the following postal address as this is to remain anonymous;

FAO Business Operations and HR Manager.
Preston North End Training Ground
Euxton Lane
Euxton
Chorley
PR7 6FA

Contractual Status:

Part-time fixed term for each season. To be reviewed at the end of each football season.

Interview Dates:

Interviews will take place week commencing the 12th April 2021.

The role is subject to two satisfactory work references that must cover a period of five years' work experience and an Enhanced DBS clearance.

JOB DESCRIPTION

1.	Job Title	Part Time Goalkeeping Coach.
	Salary	A set fee for each coaching session and a set fee for each match.
	Hours of Work	Coaching sessions will take place on a Tuesday and a Friday evening, matches will take place in a Sunday. 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.
	Location	Coaching sessions will take place at the Academy Training Complex which will either be at UCLan Sports Arena, Cottam or at Springfield's Training Ground, Lea, Preston. However the role will dictate you to travel to various other locations nationwide.
	Responsible To	Reporting to the Lead Phase Coaches, Head of Coaching and Academy Manager.
	Responsible For	N/a.
	Contractual Status	Part-time fixed term for each season. To be reviewed at the end of each football season.
2.	Overall purpose of the Job	It is vital that the role of the Part-time Academy Goalkeeping Coach includes a number of key areas and stipulations, these are set out below.

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 Youth Development Coach or designated person as soon as practicable.
- Coaches shall if unable to attend training notify the Head of Coaching and Lead Phase 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 during the months of November, March and April (Easter). Copies of the assessments should be given to the player, Head of Coaching and Lead Phase Coach to be placed on file.
- No player shall be registered or released without prior consent from the Head of Coaching and Lead Youth Development Phase Coach. Any release will be done by authorisation of the Head of Coaching and Lead Phase Coach only.
- Coaches should liaise with the Lead Phase Coach to ensure that parents, guardians and players are informed of the correct information re: matches and training times.
- 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.
- Coaches should attend all Preston North End in service training as part of their continuous development.
- 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.
- Coaches should be flexible in their programme as the need to take different age groups may be encountered.
- 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.
- Coaches must attend the coaches' induction meeting where additional guidance notes will be given.
- 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.
General	<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> <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.</p>

ESSENTIAL QUALIFICATIONS AND SKILLS REQUIRED

1. Must be in possession of a UEFA B Goalkeeping Licence award and FA Youth Awards.
2. Must be able to exhibit sufficient experience within a youth environment and within a professional football Club that encompasses knowledge from playing, coaching and management.
3. 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. Willing to work towards the FA 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).
6. You are required to complete the FA Safeguarding Children Workshop, in line with the EPPP rules and FA Licensing.

2. ESSENTIAL CRITERIA

1. Excellent communication skills and have the ability to build good relationships at all levels, internally and externally.

2. Must be presentable and reliable.

3. Must hold a UK driving licence.

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 is 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.