



Job & Person Description

Job Title	Lead Professional Development Phase Coach (Permanent Contract)
Department	Academy
Reports to	Senior Professional Development Phase Coach, Academy Head of Coaching & Academy Manager
Responsible for	The Lead Professional Development Phase Coach will be responsible for creating an effective learning environment for all the U18's players at the Academy

Purpose of role

Accountabilities

- To play a significant role in the development of footballers within the Academy programme. Helping the academy achieve its vision of becoming 'a leading Category 2 Academy developing a minimum of 3 academy graduates per season'.
- To work closely with the other coaches within the Professional Development Phase in creating an effective learning environment for the U18's & U21's players. To plan, deliver and review coaching sessions, matchdays and off-pitch work in alignment with our academy methodology. To ensure each individual player under your provision has an up-to-date individual development plan which is being worked towards consistently.

Main Duties

Main Duties and Key Responsibilities

- To plan, deliver and review coaching sessions and matchdays within the PDP in alignment with our academy methodology.
- To ensure all players within the phase have effective Individual Development Plans in place, which get communicated and reviewed regularly.
- To liaise with the Analysis department to produce and deliver content to the players.
- To attend and contribute to multi-disciplinary team meetings to identify individual player needs and put actions in place to develop these.
- To work closely with the 1st team staff to ensure a smooth transition for young players moving from PDP-1st Team.
- To assist in the delivery and development of players within other phases, such as Youth Development Phase at times, when required.
- To attend and contribute to the academy's CPD programme.
- To ensure the Performance Management Application is up to date – including all training sessions, fixtures, and player reviews.
- Take part in all available CPD opportunities to gain further knowledge and increase the high standards of delivery.
- Ensure health and safety procedures are implemented and recorded as required.
- Attend any relevant training requirements e.g. first aid, safeguarding children.
- Assist with parent communication.
- Assist in the arrangement of additional fixtures when necessary.

Other responsibilities

- Be available to travel to other sites outside of their region (if required)
- Be aware of the PUFC policies, procedures & best practise so that concerns of non-compliance can be raised at all times e.g. Safeguarding, Inclusion, Diversity
- Work within the company processes (People, Finance, Training, Estates and Marketing Team). Seek advice & guidance if required ensuring employees and processes work seamlessly together

- Attend meetings, training, and professional updating as and when required
- To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- Self-assess and work on own personal and professional development
- To uphold the values of Peterborough United Football Club (PUFC) and not tolerate offensive, discriminatory, or intimidating language or behaviour.
- To act as an ambassador/role model for PUFC and consider conduct considers the club's commitment to equality and safeguarding.
- To ensure PUFC provides a level playing field for all its fans, players, and guests.
- Promote an inclusive environment within the club for colleagues, supporters, and visitors, championing a zero-tolerance approach to bullying, harassment, and victimisation within PUFC
- Demonstrate a commitment to PUFC's safeguarding policy.
- Promote EFL and FA regulations and ensure compliance with these.
- Ensure PUFC upholds current legislation, in particular, in relation to equality, health and safety and safeguarding.
- Be responsible for reporting any concerns to a senior colleague in relation to equality, health and safety and safeguarding immediately.

In addition to these responsibilities carry out such duties as may reasonably be required. The above duties are a guide to the nature of the work required & are not intended to reflect all tasks associated within the role.

Key Skills and Experience (Essential):

- UEFA 'A' Coaching Licence
- FA Advanced Youth Award
- In date Safeguarding Certificate
- EFAiF L2 First Aid Qualification
- FA Coaches Club Licence
- Ability to lead & drive a department
- Excellent knowledge of long-term player development
- Extensive experience of working within a strategic environment to support the long-term development of players
- A desire and motivation to develop young footballers
- Ability to connect and communicate with young footballers

Key Skills and Experience (Desirable):

- UEFA Pro Licence
- FA Advanced Youth Award specialising in PDP
- Significant experience working in similar roles
- Previous experience leading a Professional Development Phase department
- Extensive experience working across Foundation, Youth Development and Professional Development Phases

Skills and personal attributes

- Well-presented and professional
- Ability to Understanding KPI's and stats to drive KPI improvements
- Ability to travel to various sites
- Ability to build excellent working relationships with our Managers colleagues and staff
- Plan and prioritise workload and own administration so that deadlines and standards are met
- High level of integrity and discretion
- Strong work ethic with a can-do attitude with drive and self-motivation
- Good IT skills with the ability to use MS Office, Teams etc
- Accuracy and attention to detail including good written and verbal skills.
- Understands and embraces speed of response.
- Ability to own issues to resolution