



Job & Person Description

Job Title	Senior Professional Development Phase Lead (Permanent Contract)
Department	Academy
Reports to	Academy Manager
Responsible for	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'.
Purpose of role	
To work closely with the Academy Manager, and coaches within the Professional Development Phase in creating an effective environment for U18 & U21 players. To oversee u18 and u21 coaching sessions, matchdays and off-pitch work in alignment with our academy methodology. To drive the players individual development plans and ensure the players reach their potential	

Main Duties

Main Duties and Key Responsibilities

- To oversee the planning, delivery 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 supported, communicated, and reviewed regularly.
- To support and manage the process for the pro phase players who are on loan/work experience and their pathway at the loan club alongside other senior Academy staff
- To liaise with the Analysis department to produce and deliver content to the players.
- To attend, lead 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 / agent communication.
- Assist in the arrangement of additional fixtures when necessary
- Work closely with the Academy Manager regarding the vision and progression of the Academy.

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 Required: ESSENTIAL

- UEFA 'A' Coaching Licence
- FA Advanced Youth Award (Pro Phase)
- In date Safeguarding Certificate
- EFAiF L2 First Aid Qualification
- FA Coaches Club Licence
- Ability to lead & drive a department
- Significant experience working in similar roles
- 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 Required:

- **DESIRABLE**
- UEFA Pro Licence
- Previous experience leading a Professional Development Phase department
- Extensive experience working across Foundation, Youth Development and Professional Development Phases
- First team coaching / managing experience

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