



## Volunteer Role Description

<b>Job Title</b>	Girls Academy Mentee Coach
<b>Department</b>	Women's (Girls Academy)
<b>Reports to</b>	Girls Academy Manager or Girls Academy Head of Foundation Phase Coaching or Girls Academy Head of Youth Development Phase Coaching
<b>Responsible for</b>	N/A

### Purpose of role

To assist in ensuring that all players in the Peterborough United FC Girls Academy receive a positive experience, develop as both people and players and support players to progress onto the next stage of the club's pathway.

The purpose of the girls academy is to ensure the women's first team have a high number of home grown players.

### Main Duties

#### Duties

- Support the planning, delivery and review of training sessions and match days
- Support the development of a positive culture within the academy
- Maintain a safe environment for everyone at all times
- Collaborate with other staff to develop a progressive learning environment

#### 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
- Always ensure GDPR compliance
- 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

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.

### Person Specification

These are the attributes you need to be considered for this role. All criteria are essential unless stated as desirable only. To be considered for working at PUFC we expect you to share and demonstrate Our Values. These are a key part to you getting the most out of work at Peterborough United Football Club.

## Experience & Qualifications

- Experience of working in female football and/or youth football
- FA DBS check
- FA Safeguarding Children Workshop
- FA Emergency Aid/ FA Level 1 Introduction to First Aid in Football
- FA Level 1 Coaching Award

## Skills and personal attributes

- Well-presented and professional
- Ability to travel to various sites
- Ability to build excellent working relationships with managers, colleagues and staff
- High level of integrity and discretion
- Strong work ethic with a can-do attitude with drive and self-motivation
- Ability to use communication platforms chosen by centre manager
- Accuracy and attention to detail including good written and verbal skills.
- Understands and embraces speed of response.
- Ability to own issues to resolution

<b>Pay</b>	Voluntary
<b>Hours</b>	U8s - 1 hour Friday evening U9-U16s - 2-2.5 hours Friday evenings and adhoc Wednesday evenings