

Role Description

Job Title	Women's Academy Emerging Talent Centre Head of Coaching (Maternity Cover)
Department	Women's (Academy)
Reports to	Women's Academy Manager
Hours	Mondays 6-8:30pm and 1h admin per week
Pay	£14ph
Responsible for	Women's Academy Coaches (ETC) & Women's Academy Mentee Coaches (ETC)
Purpose of role	
<p>The purpose of the Women's Academy is to ensure the women's first team have a high number of home grown players.</p> <p>This role oversees the development of players within the Emerging Talent Centre</p> <p>This role is maternity cover and will finish 1st June 2026</p>	

Main Duties
<ul style="list-style-type: none"> • Coordinate, plan, deliver and review training sessions and match days to a high standard for your designated age group in line with the club curriculum. Identifying any multidisciplinary support that individuals might need. • Mentor coaches for your designated age groups • Ensure player monitoring documents are accurate and up to date and lead player monitoring meetings once per block • Provide feedback to players via IDP meetings • Oversee the communication with parents through Teamworks for your designated age groups • Provide weekly updates to Academy Manager • Support high potential/performing players within the sessions and lead an effective stretch and challenge programme for these players • 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, Data Protection, Health and Safety • Support the development of a positive culture within the academy • Maintain a safe environment for everyone at all times



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

Essential experience, qualifications and skills

- UEFA B
- FA DBS check
- FA Safeguarding Children Workshop
- FA Emergency First Aid
- Experience of working in girls football
- Experience of working in an elite football environment
- Good communicator
- Conflict resolution skills
- Proactive
- Professional

Please note that applicants must already have the right to work within the UK. We are unable to support any visa applications with this role.

Desirable experience, qualifications and skills

- Coach development/mentoring experience
- National Talent ID Certificate

Signed (Employee):

Date:

Signed (Employer):

Date: