



Job title:	Pre-Academy Coordinator
Employer:	Cardiff City Football Club
Location:	Cardiff City Academy Training Centre, Llanrumney,
Salary:	Competitive and dependant on experience Auto-enrolment into the Club's pension scheme (depending on eligibility) Club discounts and offers 20 days annual leave entitlement per annum
Hours of Work:	40 hours per week
Department:	Academy
Reporting to:	Academy Manager Academy Head of Coaching

Job purpose

Cardiff City Academy is an integral part of the Club's strategic vision. A fantastic opportunity has arisen to lead the Cardiff City Pre-Academy programme. The Pre-Academy is often a child's first contact with the football club and its essential that this is a positive experience. With a focus on fun, expression and exploration, a diluted form of the Academy blueprint will guide a largely technical approach. The successful candidate will be provided with support in their professional development by the Foundation Phase Lead, Head of Academy Recruitment and Head of Coaching.

Main duties

- To provide engaging and life enriching experiences for young players.
- Lead, manage and coordinate the Pre-Academy programme across ages U6-U8. You will be expected to lead the programme by planning, delivering, and evaluating coaching sessions in line with the club's game model and Academy Blueprint.
- Manage and periodically audit all Advanced Development Centres (ADC) to ensure consistent application of Academy Blueprint.
- Serve as the main point of contact for all ADC's and oversee their constant development and evolution.
- Liaise with the Head of Academy Recruitment to identify and successfully transition talented players into the Academy in a timely manner.
- Facilitating a holistic learning environment and player centred approach amongst all practice is essential.
- Ensure a thorough working knowledge of the content and functions of the

Academy Coaching Philosophy.

- To and execute, monitor, and review player entry and exit throughout the Pre-Academy and work with the Head of Recruitment to identify and engage with high potential, local players to access the academy pathway.
- To facilitate an effective review process for the parents of players within the pre-academy, to communicate progress and pathway development.
- To attend staff meetings as and when required (unless exceptional circumstances apply).
- Coaching will be a fundamental aspect of the role, which will involve some travel where required.
- To maintain a current and up to date status with all work and communication involving the Pre-Academy.
- To adhere to a strict code of confidentiality in respect of any information relating to Cardiff City Football Club and its operation.
- To maintain Cardiff City Football Club's Safeguarding, Health, Safety and Equal Opportunity procedures and practice.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> -UEFA B Licence (or on the course) -FA Youth Award (modules 1, 2 and 3) -EFAiF first Aid, -Valid Enhanced Level DBS Certificate, -FA Safeguarding Children Workshop certificate - FA TiD level 2 (or working towards) 	<ul style="list-style-type: none"> FA Advanced Youth Award UEFA A License FA TiD Level 3
Experience	<ul style="list-style-type: none"> -Experience working with young players in an Pre-Academy Environment. - Experience of young player recruitment and retainment. 	<ul style="list-style-type: none"> Experience working with young players - within the Foundation Phase Academy age groups.
Knowledge	<ul style="list-style-type: none"> -Knowledge of the local football landscape and key contacts. -Organised in planning, preparation and execution of a coordinated developmental curriculum. 	<ul style="list-style-type: none"> - Ability to work across multiple functions of Player Management Application (PMA)

	<ul style="list-style-type: none"> -Demonstrable competency in effective reviewing of coaching sessions and fixtures. - Ability to deliver information to players, staff and parents through a variety of means both on and off the field. -Functional IT skills in relevant software 	
Skills	<ul style="list-style-type: none"> -Adaptability to be effective in a dynamic, fast-paced Environment. -Strong communication skills in a variety of settings. -Ability to work as part of a broader multidisciplinary team - Open-minded approach to adopting best-practice and current research-backed principles. 	-Self-awareness and reflective skills as part of a professional development process
Attitude	<ul style="list-style-type: none"> -Passionate and hard working -Proactive 'can-do' approach to work and those around them - A person who shares our 'we not me' culture and ethic. -Self-motivated within a team and capable of motivating those around them. 	

Equality Statement

Cardiff City Football Club promotes equal opportunities in employment we positively welcome applications from all candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Safer Recruitment Policy

Cardiff City Football Club operates a 'safer recruitment policy' and is committed to safeguarding and promoting the welfare of children and adults at risk and expects all staff and volunteers to share this commitment. All appropriate reference checks and Enhanced Level Disclosure and Barring Service (DBS) checks form a significant part of this recruitment process.

How to apply?

If you are interested in this position, please complete a club application form along with a CV and send to our HR Department, via email advert@myjobvacancies.co.uk stating "Pre-Academy Lead Coach" as the subject.

The closing date for receipt of completed application forms is **5pm on Monday 13th November 2023**.

As we are anticipating many applications for this role, please note only shortlisted applicants will be contacted.