



## Job Description

<b>Role:</b>	U13 Lead Coach (Girls' Academy)
<b>Employer:</b>	Cardiff City Football Club Women
<b>Location:</b>	Ocean Park Arena & Away match travel
<b>Contract:</b>	Casual
<b>Salary:</b>	Competitive hourly rate
<b>Hours of Work:</b>	Monday & Thursday evenings + Saturday matches
<b>Department:</b>	Women's & Girls'
<b>Reporting to:</b>	Head of Women's and Girls' Football
<b>Closing Date</b>	Monday 18 <sup>th</sup> May (5pm)

### Job purpose

An exciting opportunity has arisen to join Cardiff City Women as the lead coach of our U13 side.

As U13s Lead Coach you will be responsible for the delivery of a comprehensive and effective player development programme and contribute to a culture that maximises the talent of each of our Academy players.

### Main duties

- Plan, deliver, and evaluate coaching sessions and matchdays in line with the club's coaching blueprint and game model.
- Contribute to the evolution of the Academy playing and coaching philosophy.
- Develop young players in line with their Individual learning plans.
- Work closely with assistant coaches and members of the MDT to facilitate a holistic learning environment and player centred approach.
- Ensure player monitoring documents are accurate and up to date.
- Ensure match day operations are organised effectively.
- Communicate with parents via club approved software and channels.
- Ensure player safeguarding and welfare is always the primary consideration in all player activities.
- Adhere to a strict code of confidentiality in respect of any information relating to Cardiff City Football Club and its operation.
- Act in a manner that always supports the Club's Vision and Values.
- Undertake any other reasonable duties as directed by the Head of Women's & Girls Football.

Person Specification		
	Essential	Desirable
<b>Qualifications</b>	UEFA B Licence Level 1/2 First aid (minimum)	
<b>Experience</b>	Experience of working within a Women's youth football environment	Experience of working within an Academy environment
<b>Knowledge</b>	Planning, preparation and execution of a coaching syllabus.  Demonstrable competency in effective reviewing of coaching sessions and fixtures.  Ability to deliver information to players and staff through a variety of means on and off the field.	
<b>Skills</b>	Adaptability to be effective in a dynamic, fast-paced environment  Strong communication skills in a variety of settings  Competent IT skills e.g. Microsoft Office  Ability to maintain absolute confidentiality	Knowledge of Sports analysis software
<b>Attitude</b>	Passionate and hard working  Self-motivated within a team and capable of motivating those around them  Approachable and trustworthy manner	

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 submit an application form and CV to <a href="mailto:advert@myjobvacancies.co.uk">advert@myjobvacancies.co.uk</a> stating " <b>U13 Lead Coach (Women's Academy)</b> " as the subject.
The closing date for receipt of completed application forms is <b>17:00pm Monday 18<sup>th</sup> May 2026</b>