



## Aberdeen Football Club Job Description

<b>Employee Name:</b>	Aberdeen Football Club
<b>Job Title/ Ref:</b>	Girls Programme Manager
<b>Line Manager:</b>	Senior Football Operations Co-ordinator
<b>Date Started:</b>	
<b>Overall Purpose of Job:</b>	
To manage and support the development both strategically and operationally of the girls programme at AFC while also undertaking a coaching role. Responsible for overseeing the development of players in one of the U13s, U15s & U17s girls squads. The role will also involve overseeing and co-ordinating other performance functions for the Womens and Girls programme teams such as analysis, medical and sports science while demonstrating characteristic within the AFC Personality.	
<b>Main Responsibilities/Description of Duties:</b>	
<b>OPERATIONAL DUTIES</b> <ul style="list-style-type: none"><li>• Arrange and communicate details of weekly training and match arrangements for girls academy squads and the senior women's team to relevant stakeholders.</li><li>• Liaise with appropriate national governing bodies and attend relevant meetings, feeding back key information to the Director of Football and Senior Football Operations Co-ordinator.</li><li>• Work with the Football Operations team to ensure all registrations are processed in an accurately and timely manner.</li><li>• Ensure all girls academy teams are following the AFC coaching curriculum and philosophy.</li><li>• Lead on the girls academy player recruitment process and facilitate talent ID days as required.</li><li>• Create and foster positive relationships with local girls clubs.</li><li>• Support the development and the delivery of the Womens and Girls Programme strategic plan in conjunction with the Womens Team Manager and Football Operation team.</li><li>• Follow the relevant release procedures for those players within the girls academy whose registrations have been cancelled.</li><li>• In conjunction with the club's medical team, co-ordinate Sports First Aid and training courses/refresher courses for Girls Academy staff.</li><li>• Liaise with the clubs marketing department, to devise and implement a PR and Marketing plan for the girls academy.</li><li>• Manage and support girls academy coaching staff.</li><li>• Undertake appropriate training requirements to support continuous personal development.</li><li>• Ensure club performance platform (KitMan Labs) contains accurate player information.</li><li>• Ensure player reports and parents evenings are scheduled and completed in line with girls academy strategic plan.</li><li>• Liaise with Clubs commercial department to ensure fulfilment of all client/sponsor requirements for the girls academy.</li></ul>	
<b>COACHING</b> <ul style="list-style-type: none"><li>• Plan, prepare and deliver 3 training sessions per week, and lead/support the team on matchdays every weekend.</li><li>• Plan, prepare and deliver individual training programmes (IDPs).</li><li>• Hold meetings every 6 weeks with individual players to discuss progression and development. These meetings can be held over video call or in person.</li></ul>	

- Ensure all players are receiving regular and honest feedback on their development throughout the season, whilst managing expectation levels.
- Develop and maintain effective working relationships with the parents of young players within the Academy.
- Review team match footage and analysis videos and provide feedback where necessary.
- Complete Continuous Professional Development (CPD) to maintain coaching qualifications.
- Assess trialists at both training and games and communicate to the lead coach, whilst taking accountability for decisions.
- Assist in the completion of mid-season and end of season progress reports for each player.
- Attend parents evening sessions twice per season for each individual player in their squad.
- Ensure that all Academy players adhere to the club standards and changing room rules and show a high level of respect and discipline.
- Adhere to the Aberdeen Football Club staff & coaches Code of Conduct.
- Attend Sports First Aid or Child Protection courses as required.
- Aware of and comply with the Aberdeen Football Club social media Policy.
- Educate and develop the young players in a healthy lifestyle and help develop life skills.
- Take the necessary action if there is reasonable cause to suspect or believe a child or young person is being abused and to follow the guidelines in the AFC and AFCCT Child Protection Policy to ensure all reasonable steps have been taken to minimise risk.

#### Experience/Qualifications/Training

##### **Essential:**

##### Qualifications:

- UEFA B Licence
- A valid driver's licence.
- Sports First Aid Qualification.
- PVG check undertaken.

##### Experience:

- Experience in a football or sports-related business
- A minimum of 3 years working with academy or juvenile teams.
- Good knowledge and understanding of the girl's and women's structure in Scotland.

##### Skills:

- Computer literate (Advanced level MS Word/Excel/Access)
- Strong planning and organisation skills
- High level of communication skills, both orally and written.
- Personable and enthusiastic with a strong work ethic.
- Good team player who can work on own initiative.
- Willingness to work weekends and in the evening.
- Sensitive to the needs of young players, parents / guardians, and parent clubs.

##### **Desirable:**

##### Qualifications:

- UEFA A Licence
- Elite Youth A licence or Scottish FA Advanced Children's Licence
- Sports Degree or Teaching Qualification.

##### Experience:

- Experience working within the girl's and women's game.
- Good knowledge of the Women's game within the UK

<b>Signed by Employee:</b>	<b>Signed by Line Manager:</b>
<b>Date:</b>	<b>Date:</b>