



Aberdeen Football Club

Job Description – Youth Phase Manager

Name:	
Job Title:	Youth Phase Manager
Line Manager:	Academy Director
Line Manager for:	U13-U16s Part-Time Staff
Date Started:	
Overall Purpose of Job:	
<p>By adopting the coaching philosophy and values of Aberdeen Football Club (AFC), this position primarily focuses on leading the development of individuals within the U13s-U16s Phase. This will include helping with the transition from 9s to 11s. The role will involve maximising the pathway from the U15s/U16s Youth Phase and beyond into the full-time Development Phase (U17/18s). The role will also include the responsibility of Head Coach with one of the Academy teams. The position will also focus on coach development and evaluation for Part Time Coaching staff.</p>	
Main Responsibilities/Description of Duties:	
<ul style="list-style-type: none">• To oversee the U13s - U16s Youth Phase of the Academy Programme and help develop a positive learning environment for all players and staff in this phase.• To lead players and staff in role as Head Coach and complete all associated tasks as Head coach.• To ensure the clubs Youth Academy Development Model is fully implemented.• To provide support and guidance to all part time staff.• Complete regular coach observation evaluations.• Complete part time staff reviews.• To ensure all coaches in U13-U16 phase complete weekly tasks including weekly planner, session planning, matchday preparation and Sports Office data recording.• To ensure all individual player areas of focus are completed and delivered on the pitch.• To represent the club professionally at high level European academy tournaments when required.• To lead/ assist on the planning of all local and European tournaments and events.• Develop effective working relationships with full time staff, including the Academy Director, Head of Coaching, Foundation Phase Manager, Development Phase Coach's & Head of Goalkeeping.• Develop effective working relationships with support staff including Sport Scientists, Physiotherapists and Analysts to help enhance the performance environment.• Maintain a knowledge of all Youth Academy players, and support in executing the club's player succession plan to provide a visible player pathway to homegrown talent and have a positive contribution to discussion on Academy player progression.• To develop a strong working relationship with the Scottish FA Performance School Coach and manage the club/school partnership.• To be influential on decision making at the U13-U16s age groups and provide justification for decisions on players progressing towards the Development Phase (U17/18s) or exiting the programme.	



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- To oversee the completion of 4 progress reports per year for each player in the youth phase (U13-U16s).
- To ensure all players receive regular and honest feedback on their development throughout the season, whilst managing expectation levels.
- With support from the Foundation Phase Manager, ensure a smooth transition from the U12s to U13s each season.
- Develop and maintain effective working relationships with parents of the players within the U13s-U16s age groups.
- To assess trialists at both training and games and communicate to the Academy Director & Head of Recruitment, whilst taking accountability for decisions.
- To ensure that all Academy players adhere to the Players Code of Conduct and show a high level of respect and discipline.
- At all times observe all AFC Safeguarding & Welfare policies, undertaking annual training as required.
- At all times, advocate and practice the Club's established culture of professionalism, maintaining standards and discipline, and promoting all aspects of the *AFC Personality*.
- To adhere to the Aberdeen Football Club staff & coaches Code of Conduct.
- To be aware of and comply with the Aberdeen Football Club Social Media Policy.

PERSONAL DEVELOPMENT

- Ensure that any CPD/learning, which is agreed as a part of an individual staff development plan or is required to maintain or achieve a coaching licence in line with Club objectives is completed on an annual basis.
- To attend and support monthly coach in service and development evenings throughout the season.
- To attend Sports First Aid, Mental Health Awareness and Child Protection courses as required.

Person Specification: Experience/Qualifications/Training/Personal Qualities

Essential:

QUALIFICATIONS

- UEFA Elite Youth A Licence or UEFA A Licence.

EXPERIENCE

- Experience of working in a professional football multidisciplinary environment.
- Experience of designing and implementing coaching programmes for Academy players.

Desirable:

QUALIFICATIONS

- Sports or Teaching Degree.
- Scottish FA Advanced Children's Licence.

EXPERIENCE

- Knowledge of 'The Football Squad' Performance Management system or equivalent.
- Experience as a Coach Education Tutor or teaching experience.



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<ul style="list-style-type: none">• Experience of managing staff within development programmes. <p>SKILLS</p> <ul style="list-style-type: none">• Excellent interpersonal skills and relationship management with ability to inspire individuals.• Ability to communicate effectively (written and verbal) with players, staff, and senior management.• Ability to work as part of a team and on own initiative.• Excellent IT and presentation skills.• Flexible in approach to the football working week.• Adaptable and innovative.• Dedicated to self-improvement and personal development.• Ability to provide personal coaching & mentoring.	
Signed by Employee:	Signed by Line Manager:
Date:	Date: