



Aberdeen Football Club Job Description

Employee Name:	
Job Title:	Foundation Phase Manager
Line Manager:	Head of Academy Coaching
Line Manager for:	Pre-Academy & Foundation Phase Coaches
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 U9s – U12s age groups. The role will also involve managing the players and staff within the Pre-Academy coaching programme, whilst supporting the recruitment of the best potential to join the club's youngest age group at U9s.</p>	
Main Responsibilities/Description of Duties:	
<ul style="list-style-type: none"> To oversee the Pre-Academy - U12s Foundation Phase of the Academy Programme and help develop a positive learning environment for all players and staff in this phase. To lead, with support from an Assistant Coach, in a high standard of coaching at one age group within the Foundation Phase, educating young players in the Academy playing style through the coaching cycles and an introduction to the tactical playbook. To build a strong working relationship with the Head of Academy Recruitment to ensure the identification process and scouting network is effective in recruiting the best potential. To be the Lead Coach in the Club Academy Scotland matches and any additional fixtures throughout the season. Develop effective working relationships with full time phase staff, including the Youth Phase Manager, Development Phase Coach (U16/18s), U18s Lead Coach and the 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 manage five pre-academy coaching centres within the North-East ensuring high standards of delivery and organisation. To design and implement a pre-academy coaching curriculum across all four centres. To oversee the completion of mid-season and end of season progress reports for each player in the U10s-U12s age groups. Ensure all weekly mandatory data is completed on 'The Football Squad' online management system, whilst ensuring all U9-U12s data is up to date. To design, implement, and feedback on a home learning programme for all Pre-Academy and Foundation Phase players. To support the Head of Academy Recruitment in the organisation and delivery of Pre-Academy player identification days. To support the Head of Academy Recruitment in hosting a monthly games programme for the best potential at the pre-academy centres. 	

- To ensure all players receive regular and honest feedback on their development throughout the season, whilst managing expectation levels.
- To build and develop a professional working relationship with local juvenile clubs.
- Develop and maintain effective working relationships with parents of the players within the U9 – U12s age groups.
- With support from the Youth Phase Manager, ensure a smooth transition from the U12s to U13s exists each season.
- To be influential on decision making at the U10s-U12s age groups and provide justification for decisions on players progressing towards the Youth Phase (U13 – U16s) or exiting the programme.
- Engage with established club partners, to enhance the key pillars of the partnership: player recruitment, staff development, player development, and enhancing the high-performance environment.
- To represent the club professionally at high level European academy tournaments when required.
- 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.

Experience/Qualifications/Training

Essential:

QUALIFICATIONS

- Scottish FA Advanced Children's Licence.
- Full, valid Driving Licence

EXPERIENCE

- Experience of working in a professional football multidisciplinary environment.

Desirable:

QUALIFICATIONS

- Sports or Teaching Degree.
- UEFA Elite Youth A Licence.
- UEFA B Licence.

EXPERIENCE

- Knowledge of 'The Football Squad' Performance Management system or similar.

<ul style="list-style-type: none"> • Experience of designing and implementing coaching programmes for Academy players. • 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. • Able 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. • Able to provide personal coaching & mentoring. 	<ul style="list-style-type: none"> • Knowledge of juvenile football within the North East region. • Experience as a Coach Education Tutor.
Signed by Employee:	Signed by Line Manager:
Date:	Date: