

Job Description Template

POSITION	Coach
TEAM	Livingston FC
DEPARTMENT	Academy (CAS)
REPORTS TO	Head of Academy
LOCATION	Home of the Set Fare Arena, Livingston Football Club, Alderstone Road, Livingston, EH54 7DN
HOURS	Part-Time, 12 hours, Evenings and Weekends
FINANCIALS	Negotiable
NOTICE PERIOD	4 weeks

CORE PURPOSE OF THE ROLE

- To deliver high-quality coaching and the implementation of the player development programme in accordance with the Livingston Football Club Academy philosophy.
- To guide and support players through an elite Academy performance environment to help them fulfill their potential.

KEY ACCOUNTABILITIES

- Plan, prepare and deliver the coaching sessions which align with the Livingston FC Academy philosophy and player's individual development plans.
- Complete and submit all session plans including session objectives and post-session evaluation timeously and to a high standard.
- Manage the organisation of logistics for training sessions, matchdays and any other events in collaboration with the Head of Children's/Youth Programme.
- Be responsible for the maintenance of training/match balls, bibs, cones, and all other relevant equipment required.
- To provide analysis sessions with players post-match and during training sessions.
- Liaise with the Head of Children's/Youth Programme, Head of Player Recruitment and Scouting Team to recruit players for the respective Children's Programme age groups.
- Support players to attend and participate in Livingston FC Academy Education Sessions which contributes to their development holistically.
- To develop and maintain a professional relationship with the parents/carers of players within your respective age group including regular communication of training and match day information.
- To liaise with the Academy Administrator to maintain and update all player profile information including medical and emergency contact details.
- Attend and lead player development review meetings and other meetings as necessary.
- Attend and contribute to Academy staff meetings as required.
- Build effective and positive working relationships with players, parents/carers, and colleagues throughout Livingston FC Academy including coaches, analysts, S&C coaches, sports therapists and physios.
- Observe, and be subject to, the rules, regulations, articles and by-laws of the Scottish Football Association, or any other relevant football governing body.
- Be responsible for personal continuous professional development and ensure qualifications are up to date.
- Observe Livingston FC Safeguarding, Equality and Diversity, and Health and Safety policies and undertake training as required.
- Ensure confidentiality and adhere to GDPR policies in accordance with Livingston FC's HR procedures and statutory legislation.
- Undertake all reasonable tasks assigned by the Head of Academy.

KEY ATTRIBUTES, CAPABILITIES, KNOWLEDGE, SKILLS

- Knowledge and understanding of the CAS criteria, rules and regulations, alongside the wider rules governing Scottish Football.
- Knowledge of designing and implementing coaching sessions.
- An understanding of a range of learning/teaching styles to optimise the development of individual players.
- An understanding of child development and demonstrate emotional intelligence to support children at various age and stages.
- Good organisational and time management skills.
- A strong work ethic and dedicated to personal and professional development.
- An ability to work as part of a team.

- An ability to communicate effectively with players, staff, senior management, stakeholders, and external partners.
- Proficient IT skills
- This role is regulated work with children therefore it is a requirement to obtain a Protection of Vulnerable Groups (PVG) certificate via Disclosure Scotland.
- A valid UK Driving Licence.
- Legal right to work in the UK.
- Based at Livingston Football Club with a requirement to travel regularly to other locations across Scotland.

QUALIFICATIONS

- Minimum UEFA C Licence
- UEFA B Licence (Desirable)
- SFA Advanced Children's Licence (Desirable)
- First Aid qualification
- SFA Children's Wellbeing in Scottish Football certificate

EXPERIENCE

- Previous experience in a coaching environment.
- Previous experience of the CAS set up (Desirable).

Signed: _____

Date: _____

Print Name: _____

Date: _____