

## Job Description Template

<b>POSITION</b>	Coach
<b>TEAM</b>	Livingston FC
<b>DEPARTMENT</b>	Academy (CAS)
<b>REPORTS TO</b>	Head of Academy
<b>LOCATION</b>	Home of the Set Fare Arena, Livingston Football Club, Alderstone Road, Livingston, EH54 7DN
<b>HOURS</b>	Part-Time, 12 hours, Evenings and Weekends
<b>FINANCIALS</b>	Voluntary
<b>NOTICE PERIOD</b>	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: \_\_\_\_\_