

Job Description

POSITION	Head of Children's Programme
TEAM	Livingston Football Club
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 – 16 hours, Evenings & Weekends
FINANCIALS	To be discussed
NOTICE PERIOD	4 weeks

CORE PURPOSE OF THE ROLE

- To implement and deliver Livingston FC's Academy philosophy and player development programme.
- To oversee the development and progression of players in the Children's Programme (U11s, U12s, U13s).
- To line-manage the coaches within the Children's Programme.

KEY ACCOUNTABILITIES

- Coordinate and oversee all football activities within the Children's Programme.
- Plan, prepare and deliver the coaching sessions which align with the Livingston FC Academy philosophy and player's individual development plans.
- Be responsible for the maintenance of training/match balls, bibs, cones, and all other relevant equipment required.
- Manage the organisation of logistics for training sessions, matchdays and any other events in collaboration with coaches.
- Ensure coaches are adhering to all training and matchday protocols and recording relevant player information and statistics to contribute to player individual development plans.
- Line management of coaches and contribute to Coaches Performance Development Plans and Review meetings with the Head of Academy/CWPO.
- Liaise with Youth Programme Academy Coaches to help create opportunities and smooth transition for players on the pathway from the Children's Programme to the Youth Programme.
- Liaise with the Head of Player Recruitment and Scouting Team to recruit players for the Children's Programme age groups.
- Be available to meet new players and their families on admission to the Academy for trials.
- Attend and support coaches in player development review meetings and other meetings as necessary.
- Ensure all players attend and participate in Livingston FC Academy Education Sessions which contributes to their development holistically.
- 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.

KEY ATTRIBUTES, CAPABILITIES, KNOWLEDGE, SKILLS

- Knowledge and understanding of Club Academy Scotland (CAS) criteria, rules and regulations, alongside the wider rules governing Scottish Football.
- An understanding of a range of learning/teaching styles to optimise the development of individual players and coaching staff.
- An understanding of child development and demonstrate emotional intelligence to support children at various age and stages.
- Leadership/Management skills such as being accountable, sound decision-making, the ability to inspire and motivate colleagues, and being a positive role model to coaches and players alike.
- 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

- UEFA B Licence (Essential)
- UEFA A Licence or UEFA Elite Youth Licence (Desirable)
- SFA Advanced Children's Licence (Essential)
- First Aid qualification.
- SFA Children's Wellbeing in Scottish Football certificate.

EXPERIENCE

- Minimum 2 years' experience within a coaching environment (Essential)
- Previous experience of working within a professional football club (Desirable)
- Previous experience within the Club Academy Scotland (CAS) set up (Desirable)
- Previous experience of supervising staff (Desirable)

Signed: _____

Date: _____

Print Name: _____

Date: _____