

## Job Description

|                          |                              |
|--------------------------|------------------------------|
| <b>JOB TITLE</b>         | Head of Children's Programme |
| <b>EMPLOYMENT STATUS</b> | Part-time                    |
| <b>HOURS</b>             | 8-10 hours per week          |
| <b>FINANCIALS</b>        | To be negotiated             |
| <b>TEAM</b>              | Livingston FC                |
| <b>BUSINESS UNIT</b>     | Academy                      |
| <b>REPORTS TO</b>        | Head of Academy              |

### CORE PURPOSE OF THE ROLE

- To be responsible for implementing and delivering the Academy philosophy and player development programme in developing players technically, tactically, physically, and mentally within the Academy at Livingston Football Club
- To be responsible for the oversight of the children's development programme (11s-13s) within the Academy to ensure the philosophies and player development Programmes are being carried out.
- To manage the coaches within the 11s-13s teams to ensure a cohesive, enjoyable academy culture can be set.

### KEY ACCOUNTABILITIES

- Plan, prepare and deliver coaching sessions which align with the Academy's Player Development Plan and overall Philosophy
- Be responsible for maintenance of training / match balls, bibs, cones and all other relevant equipment required
- To manage the organisation of the players' logistics for training sessions, matches and any other academy events in conjunction with the relevant coaches
- Ensure coaches are recording relevant player information and statistics for use at player assessment meetings
- Recommend and recruit players for the academy, with the aid of the academy scouts
- Maintain good levels of communication with all members of academy staff including, but not limited to, the Head of Academy, Goalkeeping coaches, fellow coaches and academy administrators
- Be presentable, smart and personable at all times when representing the Academy and the football club
- Undertake all reasonable tasks assigned by the Head of Academy

### KEY CAPABILITIES, KNOWLEDGE, SKILLS AND EXPERIENCE

- Committed, enthusiastic and passionate about the development of players within the Academy
- Ability to work as part of a team as well as using one's own initiative in developing individual players

and coaching sessions

- Understanding working environment of the Academy and Livingston FC
- Excellent interpersonal skills with a variety of personnel across the Academy and the Club
- Able to communicate effectively with players, parents and fellow staff members at all levels
- An understanding of a range of teaching / learning styles to optimize the development of players within the Academy

## QUALIFICATIONS

- **Minimum:** Advanced Children's License (ACL)

## EXPERIENCE

- **Minimum:** At least two years' experience in a coaching environment. Demonstrated knowledge of the game in all aspects (technical, tactical, mental, physical, etc)
- **Preferred:** Previous experience in the Club Academy Scotland (CAS) set-up. Experience working in a professional football club (or academy) environment. Knowledge of the CAS criteria and processes required to run teams at academy level.

## KEY DIMENSIONS

|                   |  |
|-------------------|--|
| <b>PEOPLE</b>     | Head of Department and Head of Academy |
| <b>FINANCIALS</b> | To be negotiated                       |
| <b>REPORTS TO</b> | Head of Department and Head of Academy |
| <b>OTHER</b>      | N/A                                    |