

## Job Description

<b>POSITION</b>	Head Coach
<b>TEAM</b>	Livingston FC
<b>DEPARTMENT</b>	Women
<b>REPORTS TO</b>	Head of Football Operations
<b>LOCATION</b>	Home of the Set Fare Arena, Livingston Football Club, Alderstone Road, Livingston, EH54 7DN
<b>HOURS</b>	Part-Time, 20 hours, Evenings and Weekends
<b>FINANCIALS</b>	Voluntary
<b>NOTICE PERIOD</b>	

### CORE PURPOSE OF THE ROLE

- To be responsible for the leadership, delivery and development of the Livingston FC Women's 1st Team.
- To oversee all aspects of the Women's Team management and performance, ensuring the team are competitive in the SWPL.
- To ensure the Women's Team compliments Livingston Football Club operationally and strategically.

### KEY ACCOUNTABILITIES

- Lead Livingston FC's Women's 1<sup>st</sup> Team training sessions and on matchdays.
- Create an elite performance coaching philosophy and apply this via game principles, strategies and review processes.
- Oversee team development and assess individual player development/performance, via analysis, providing feedback and guidance as necessary.
- Support the coaching staff to acquire the knowledge, skills and values required to fulfil their individual roles and engage in continuous professional development.
- Implement professional standards, promoting a culture of respect and building rapport between the coaching staff and players.
- Ensure that all Livingston FC Women's players adhere to the Players Codes of Conduct and always maintain a high degree of discipline and professionalism.
- Collaborate with the Head of Player Recruitment and coaching staff to identify and recruit players into the women's team, aligned to Livingston FC's recruitment strategy.
- Liaise with Livingston FC Girls Academy Coaches to help create opportunities and smooth transition on the pathway from elite youth football to the Women's 1<sup>st</sup> Team.
- Build effective and positive working relationships with the support staff team including analysts, S&C coaches, sports therapists and physios.
- Liaise with the Medical Team to ensure there are adequate medical and welfare facilities available for players.
- To fulfil media obligations, public relations activities and events as required and represent Livingston FC in a professional manner.
- Attend Livingston FC Board meetings, where applicable, to contribute and provide updates on Women's Team matters.
- 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 the SWPL 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.
- Ambitious and passionate about Women's football and the growth of the sport.
- Excellent leadership skills with an ability to motivate others.
- A strong work ethic and dedicated to personal and professional development.
- An ability to make decisions under pressure within a performance-driven environment.

- 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 adults therefore it is a requirement to obtain a Protection of Vulnerable Groups (PVG) certificate via Disclosure Scotland.
- A valid UK Driving Licence
- Based at Livingston Football Club with a requirement to travel regularly to other locations across Scotland.

#### **QUALIFICATIONS**

- Minimum UEFA B Licence.
- First Aid qualification.
- SFA Children's Wellbeing in Scottish Football qualification.

#### **EXPERIENCE**

- Previous experience of coaching/managing Women's football teams within a Professional Football Academy and/or Club.
- Previous experience of creating, designing and implementing coaching programmes.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_