



## **Wycombe Wanderers Foundation**

### **Elite Development Academy – Age Group Lead Coach**

Wycombe Wanderers Foundation, the charitable arm of Wycombe Wanderers Football Club, is seeking an ambitious, adaptable and innovative coach to fill the role of **Part Time Elite Development Academy – Age Group Lead Coach**.

Based at Adams Park, the home of Wycombe Wanderers FC, this is an exciting opportunity to join a talented team that are dedicated to stretching & challenging talented young footballers to be the very best they can be.

The **Part Time EDA Age Group Lead Coach** will primarily be responsible for delivering high quality coaching sessions within the following areas;

- **Elite Development Academy (EDA)**
  - Working with both Elite & Development groups (U9's - U13s)

WWF recognise that employing talented and dedicated staff is critical if we are to continue increasing our range of programmes, growing our strong reputation, and maximising the positive impact we have within High Wycombe and the surrounding areas. Therefore please ensure that your application takes into account the necessary skills and experiences that are required to complete the role successfully, all of which can be seen below.

In order to be considered for the role we ask that applicants send a CV plus covering letter which details how you meet the person specification. This should be done via email to [kirk.williams@wwfc.com](mailto:kirk.williams@wwfc.com).

**The closing date for applications is 5.00pm on Friday 21<sup>st</sup> June.**

First stage interviews, which will involve delivery of a practical coaching session, will be arranged with individuals during **W/C Monday 24<sup>th</sup> June**. Please only apply if you can make yourself available for the interview during this week.

Second stage interviews will be arranged with individuals following the first stage interview. Only those selected for interview will be contacted.

**WWF are fully committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. As this role will involve direct access to young people under the age of eighteen, the successful candidate will undergo a thorough screening process, which will include a Criminal Records Check, to ensure their suitability for the role. WWF is a charity committed to promoting equality, diversity and inclusion, and the recruitment process for the role being advertised will adhere to the latest equality legislation. All recruitment decisions are based upon the skills and experience of candidates, irrespective of age, disability (including hidden disabilities), gender, gender identity or gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, or sexual orientation. Note that we would particularly welcome applications from black, Asian and minority ethnic candidates, LGBTQ+ candidates and candidates with disabilities as we're keen to increase the representation of these groups within WWF.**

**Wycombe Wanderers Foundation**  
**Elite Development Academy – Age Group Lead Coach**  
**Job Specification**

<b>Job Title</b>	Elite Development Academy – Age Group Lead Coach
<b>Reports to</b>	Performance Director / EDA Manager
<b>Location</b>	Wycombe Wanderers Foundation Adams Park Hillbottom Road High Wycombe HP12 4HJ
<b>Hours</b>	Various evenings from 16:45 – 19:30
<b>Contract</b>	Part Time
<b>Job Purpose</b>	Responsible for the successful planning & delivery of high quality coaching sessions within the Elite Development Academy that challenges and stretches talented players.
<b>Remuneration</b>	£17.50 - £20.00 Per hour

**Role Accountabilities & Key Duties**

<b>1</b>	Plan & deliver high quality WWF EDA coaching sessions.
<b>2</b>	Identify, develop and maintain strategic relationships with key stakeholders/external organisations that will assist WWF in achieving the Sports Participation programmes related aims and objectives, as well as the organisations wider strategic aims
<b>3</b>	Devise activities that ensure individuals and groups of participants are motivated, stretched and challenged at appropriate levels.
<b>4</b>	Ensure compliance with all relevant WWF policies at all times
<b>5</b>	Ensure compliance with all relevant legal, regulatory, ethical and social requirements at all times
<b>6</b>	Maintain a professional image and act as an ambassador for WWF & WWFC at all times
<b>7</b>	Keep confidential any information gained regarding the Charity, Club and its personnel
<b>8</b>	Maintain a flexible approach to work at all times
<b>9</b>	Undertake other duties and responsibilities as required by WWF when necessary
<b>10</b>	Attend training courses and continuing professional development sessions as and when required

<b>Qualifications</b>		<b>Essential</b>	<b>Desirable</b>
<b>1</b>	Minimum UEFA C Coaching Certificate	X	
<b>2</b>	An accepted enhanced Criminal Records Check (to be undertaken by WWF as part of the recruitment process).	X	
<b>3</b>	Valid FA Emergency Aid Certificate.	X	
<b>4</b>	Valid FA Safeguarding Children Certificate.	X	

**Skills, Knowledge & Experience**

<b>1</b>	Experience of planning and delivering high quality football coaching sessions across a range of age levels.	X	
<b>2</b>	Experience of using a range of strategies to engage various groups of learners	X	
<b>3</b>	Excellent organisational skills	X	
<b>4</b>	Experience working in an Academy environment		X
<b>5</b>	Excellent verbal, written and presentation skills	X	



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6	Outstanding customer service skills	X	
7	Ability to work without constant supervision	X	
8	Knowledge and understanding of safeguarding issues	X	
<b>Attitude/Behaviours</b>			
1	Act as a role model	X	
2	A genuine team player	X	
3	Flexible and positive attitude	X	
4	A willingness to work evenings	X	
<b>Personal Qualities</b>			
1	Full appreciation and commitment to the WWF vision, mission, aims & objectives	X	
2	Determination to encourage the highest quality of learning experience for all participants	X	
3	Able to forge strong working relationships both internally & externally	X	
4	Flexible and positive attitude towards duties and working evening hours	X	
5	Passionate about helping others to achieve personal gains	X	
6	Highly motivated and enthusiastic	X	
7	Committed to continuous self-development – receptive to feedback about own behavior, strengths and areas for improvement	X	
8	Innovative and efficient	X	
<b>Other</b>			
1	Driving licence and access to a car with insurance for business use	X	