



BURTON ALBION FOOTBALL CLUB

<b>Job Description</b>	
<b>Job Title</b>	First Team Assistant Manager to support the Ladies Senior Team
<b>Salary</b>	Voluntary role
<b>Hours of Work</b>	The hours are part time, based on fixed term hours which will be agreed in advance with the Line Manager. Any such hours are not guaranteed but you will be expected to be flexible and this will include work during weekdays, evenings, weekends, bank holidays and public holidays. The hours will be appropriate to suit the training and match schedules, development sessions, and any organisational and business needs.
<b>Location</b>	The Pirelli Stadium, Princess Way, Burton on Trent, Staffs DE13 0AR
<b>Line Manager</b>	Ladies First Team Manager
<b>Responsible to</b>	Commercial Director
<b>Overall purpose of the Role</b>	To assist the First team Manager of the Ladies Section with all on and off field football activities for the first team players to ensure that all players are provided with coaching and support to enable them to compete and perform at the highest level.
<b>Duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• To ensure we have a competitive squad of players with a desire to succeed to their fullest potential.</li> <li>• To assist manager with coaching program and deliver related practices</li> <li>• To support the development of players and development of coaching staff</li> <li>• Represent the Club at relevant League Competition Meeting.</li> <li>• To attend all training sessions and matches played by the Club</li> <li>• Implementing a training programme in line with LTPD guidelines</li> <li>• Ensure high standards of coaching delivery across the first team</li> <li>• Formal monitoring and evaluation of Club Player and coach performance of the Club</li> <li>• Attend annual staff appraisal with Line Manager</li> </ul>





	<ul style="list-style-type: none"><li>• All aspects of the role to be bound by professional confidentiality and to conduct yourself in a professional manner at all times whilst representing the club</li><li>• Ensure high standards of coaching delivery across the first team</li><li>• Attend internal meetings and CPD events provided by the Club</li><li>• Ensuring the Club adheres to The FA &amp; EFL standards for safeguarding children and vulnerable adults</li><li>• To ensure that the Club adheres to The FA Rules &amp; EFL Regulations and all competition Rules</li><li>• To ensure that the Club adheres to Respect guidelines</li><li>• To be an ambassador for the Club and the women's game and must be committed to further enhancing the Burton Albion Ladies program to become trusted and reputable</li><li>• To be trustworthy and adhere to club's code of conduct, vision and values and the standards of Burton Albion Football Club which is known and respected in football and the local community</li><li>• To work collaboratively with the Burton Albion Community Trust team of staff to develop talented players to progress through the club's high performance pathway</li><li>• To co-operate with the Club's Communication and Media Officer to promote the Club and to adhere to the Club's communications and media policy and procedures</li></ul>
<b>General</b>	<p>This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation.</p> <p>You may be required to undertake any other duties as may be responsibly requested</p>





	<p><u>Equality &amp; Safeguarding</u></p> <p>Burton Albion are committed to ensuring that equality of opportunity is at the very heart of everything we do to ensure we provide fair and non-prejudicial access to the services across the Club. We uphold everyone's freedom of rights and choice to be different and aim to provide opportunities for everyone to succeed. It is the policy of the club that no person, whether player, job applicant, employee, volunteer or customer, shall be discriminated against. The club opposes all forms of unlawful and unfair discrimination, either direct or indirect, or harassment, on the grounds of the following 'protected characteristics': Age, Disability, Gender Reassignment, Marriage &amp; civil Partnership, Pregnancy &amp; Maternity, Race, Religion or Belief, Sex and Sexual Orientation. Anyone who is found to be in breach of this could receive disciplinary action, which may well include suspension and dismissal.</p> <p>Burton Albion are committed to and has both a moral and legal obligation to ensure that all children and vulnerable adults are protected and kept safe from harm whilst engaged in services organised and provided by the club and believes that the general wellbeing, welfare and safety of all children and vulnerable adults engaged in club activities is of the upmost importance. The club will fulfil its responsibilities by ensuring it displays best practice in safeguarding matters, carried out in a spirit of partnership and openness with the child or vulnerable adult, families and the relevant local authority</p> <p>The candidate must at all times carry out his/her responsibilities with due regard to the Burton Albion Football Club policies and procedures in particular Health &amp; Safety, Financial Authorisation, Confidentiality and with regard to the Data Protection Act</p>
<p><b>Qualifications</b></p>	<p>Level 2 in Coaching Football Safeguarding Certificate Emergency First Aid certificate (IFAiF) Full driving licence Enhanced DBS Disclosure</p>
<p><b>Experience</b></p>	<p>Previous experience with elite age-group players will be desirable</p> <p>An ability to identify, and develop talent.</p> <p>Have an understanding of the Women's Football pyramid.</p> <p>An understanding of Safeguarding and Welfare of players is desirable</p> <p>Organisation skills form an essential part of the role</p> <p>Working within a team environment</p>