



# St Francis Football Club

## Academy Coordinator Job Description

JOB TITLE	Academy Coordinator
PLACE OF WORK	John Hyland Park, Baldonnell, Dublin.
STATUS	Part Time
REPORT TO	Director of Football
KEY RELATIONSHIPS	Director of Football Football Committee
HOURLY RATE	TO BE CONFIRMED
START DATE	JANUARY 2023

### Job Summary

The Academy coordinator will lead, support, assist and deliver a safe and challenging environment for all players and coaches in The Little Saints Academy.

### Role Responsibilities

- Point of contact – Be available to work with coaches in relation to all matters and be a point of support within the Academy section for all matters.
- Coordinate - Coordinate The Little Saints Academy each week to provide an educational and fun footballing experience for all players in attendance.
- Recruit and retain coaches/volunteers – Identify new potential coaches/volunteers for the Academy section, whilst also ensuring to retain and manage current coaches at the club. Ensure that all safeguarding and vetting processes are adhered to for all coaches/volunteers.
- Develop coaches / volunteers – Work closely with all coaches/volunteers within the SSG section, with regard to assisting their development and ensuring that that they operate in a safe challenging environment.
- Market - Work closely with The Board of the club to market the Academy in relevant areas to increase player numbers.
- Execute club development plan – Work closely with Director of Football and coaches to develop and execute a consistent club development plan for the Academy section.
- Assist in the transition of players to U8 – Players progressing from The Little Saints Academy to U8.
- Be innovative – Ensure to be innovative in approach, with new methods which

work within the parameters of the club development plan.

- In-house Coach Education Workshops - Work with Director of Football and all Academy coaches to deliver in-house coach education workshops for all coaches, in line with the club's development plan.

Other responsibilities may be required to be executed at the discretion of the The Football Committee and Director of Football.

### **Qualifications & Training Requirements**

- Minimum National D Licence – UEFA C Licence Preferable
- Experience working with small sided teams.
- Knowledge of FAI PDP.