**Job description**

**Head of Coach Development**

The role is to assist in the development of the Academy coaches at Gillingham F.C via a sustainable system and approach to coach development. It is a role that is working with coaches, rather than working with players and the applicant should recognise this important distinction. The successful applicant will also need to commit to a program of self-development that will include 100% attendance on the EHOC (Elite Head of Coaching) course that will be in the region of 15-20 days per year for the 1st 3 years.

The main elements of the role are as follows:

• To manage the development of all Academy Coaches   
• To take ownership of and to ensure that the Academy’s Coaching Programme is delivered consistently throughout the Development Phases in line with the playing and coaching philosophy of the Academy.   
• Provide coaching support when required in the Professional, Youth and Foundation Development Phases including the development and presentation of club CPD events  
• To complete and keep up to date the relevant and required administration including the PMA   
• To implement a club specific ‘Coach Competency Framework’ (CCF)   
  
  
Key Responsibilities   
  
• To deliver a comprehensive Coaching Development Plan for all coaches including a clear and up to-date Training Needs Analysis (TNA) of every coach’s current and required level of performance.   
• Ensure every coach has a personalised Development Action Plan (DAP) that fulfils their individual needs. Work with coaches on a 1:1 basis  
• Ensure that all coaching staﬀ hold and are up-to-date in regards to their qualifications and CPD relevant to their role in the Academy   
• When required to oﬀer coaching support within the three Academy Development Phases   
• To manage and maintain the ‘Coach Competency Framework’   
• To undertake self-development to ensure that knowledge in regards to coaching and coach development is kept up-to-date including qualifications and CPD   
• To build good relationships with all Academy and Club staﬀ   
• To attend all relevant Academy and club meetings including The Academy Technical Board and Academy Management Team meetings.   
• To attend relevant external meetings including EFL, LFE, Premier League and FA meetings   
• To complete and be up-to-date with all administrative aspects of the role including the PMA   
• Ensure that Academy coaches are working eﬀectively as part of the Multi-Disciplinary Team (MDT)