



THE SCOTTISH FOOTBALL ASSOCIATION

# job description

**JOB TITLE:**

Head of Business Unit – Coaching and Education

**JOB PURPOSE:**

- To foster, promote and develop all aspects of coaching and coach education and the Skills Seekers programme.

**RESPONSIBLE TO:**

Director of Football Development

**MAIN DUTIES AND RESPONSIBILITIES:**

- Formulate, implement and develop the SFA coach education programme.
- Produce a comprehensive range of resources in order to promote and support coach education including the production of coaching curriculum for all courses from children to adult.
- Recruit and appoint top level coaching staff to deliver the Association's Licence Courses.
- Line management of the Association's National Youth Project.
- Line manage the Head of Children's Development.
- To attend top level matches and tournaments in order to determine modern trends within the game.
- Attend all appropriate UEFA, FIFA & UEFT courses in order to broaden knowledge and skills in the delivery of coach education.
- Implement and co-ordinate the Coach Development Tutors programme.
- To take into account the implications of the "Coaching Task Force" and maximise the opportunities for SFA in particular review and update Coach Education courses to take into account the development of the National Coaching Certificate.
- Develop in-service support programmes for Coaches seeking to improve Educational qualification and knowledge of Coaching techniques and delivery.
- To develop, promote and accredit Coach Education venues.
- Develop and implement a coach mentoring programme for high performance coaches.
- To work closely with the Affiliated National Associations to broaden access to Coach Education.
- Facilitate the development and oversee the implementation of an Education programme related to Child protection, ensuring that Child Protection is integrated in to all Coach Education courses.
- To link closely with Scottish Institute of Sport, **sport**Scotland and SportscoachUK to ensure that SFA Coach Education can maximise the support from these bodies.
- To prepare, negotiate and manage budgets of the Coaching and Education section.
- To develop an equitable balance of male and female coaches on Coach Education courses.
- To ensure that all Health and Safety regulations and the SFA's safety policies are complied with and in the delegation of duties to ensure that all necessary steps are taken to ensure a safe environment for staff and the public.
- To establish, promote and co-ordinate an annual Coaching Conference.
- Assume the management responsibilities as determined by the SFA review of youth football.
- Any other such duties that should arise from time to time commensurate with the salary grade.

Provide support and advice on all youth and coaching matters related to the Club Licensing system.

Review and evaluate coaching data from Clubs on the club licensing system making recommendations as appropriate.

Participate actively as a member of the staff internal Review Body for club licensing.



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**PERSON SPECIFICATION:**

In order to fulfil the responsibilities outlined in the job description the person appointed to the above post must demonstrate the following qualities, skills and experience:

**Experience**

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|----|---|------|
| 1. | Experience in the administrative processes demonstrated in attention to detail  | AF/I |
| 2. | Experience in working independently and as part of a team                       | AF/I |
| 3. | Experience in formation of Coach Education frameworks and Courses.              | AF/I |
| 4. | Experience in preparing, monitoring and managing budgets within set guidelines. | AF/I |
| 5. | Experience in the Delivery of Coach Education Courses                           | AF/I |
| 6. | Background in professional football   | AF/I |
| 7. | 5 Years minimum playing career in professional football (preferred)             | AF/I |

**Skills & Abilities**

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|----|--|------|
| 1. | Ability to demonstrate attention to detail, working to deadlines and prioritising work | AF/I |
| 2. | Demonstration of the ability to methodically, yet imaginatively work                   | AF/I |
| 3. | Excellent communication skills, both verbal and written.                               | AF/I |
| 4. | Ability to work in a confidential manner   | AF/I |
| 5. | An ability to be creative and proactively  | AF/I |
| 6. | An ability to negotiate effectively with partner organisations.                        | AF/I |
| 7. | Willingness to work flexible and unsocial hours with considerable travelling.          | AF/I |
| 8. | An approachable and receptive style to managing people and challenges                  | AF/I |

**Knowledge & Understanding**

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|----|---|------|
| 1. | Understanding of the structure of football in Scotland                        | AF/I |
| 2. | Understanding of the structure of Coach Education in the UK                   | AF/I |
| 3. | Knowledge of <b>sport</b> Scotland and Football Development programmes        | AF/I |
| 4. | Understanding of the role purpose of Coach Education and Coaching Development | AF/I |

**Qualifications**

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|----|--|------|
| 1. | UEFA A Advanced Coaching Licence Diploma | AF/I |
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AF – Application form, I – Interview, T – Test, R – Reference

***The interview panel will determine the priorities of the elements of the person specification.***

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