



Job Description

Job Title: Football Education Programme: Head Coach	
Location: The Broadfield Stadium, Crawley	Reports To: Education Manager
Salary:	£28,000 - £30,000 per annum (40 hours/week)

JOB SUMMARY

To oversee the Football aspect of our Football Education Programme, paying attention to coaching our squads and managing our participation within the National Youth Football League.

The Head Coach will also support the Assistant Coach in their development, as well as support the department in achieving its objectives.

KEY PERFORMANCE INDICATORS (not exhaustive)

- Maintain the development of students physical, academic, social and communication skills.
- Uphold the standards and quality of the programme.
- Supporting students to achieve personal and educational aspirations.
- Be a team-player and support all aspects of the department and the organisation.
- Maintain positive relationships with education partner.

KEY DUTIES & RESPONSIBILITIES

- Plan and deliver progressive sessions which help players develop individually and as a team – creating Individual Development Plans for all Players.
- Manage and deliver all the football elements of the Crawley Town Community Foundation Football Education Programme
- Set schedules and ensure standards are maintained at all times whilst acting as a mentor to drive continual improvement.
- Over see and provide input to the selection of squads for all students, ensuring all students get game time at the relevant level.
- Book all officials and confirm match details with the opposition, including updating the FA Whole Game System, including administration for all yellow cards etc and acting as key contact with the National Youth Football League.
- Record and analyse games, offering constructive feedback to players/squad and coaches to improve performance.
- Book transport (minibus) through our partner school and drive to away fixtures when required.

- Support the Education Manager in the recruitment of students and growing the programme through the delivery of recruitment sessions, events and post-16 open evenings.
- Communicate fixtures and results to the Media & Communications Manager
- Work with the Elite & Development Coordinator to promote the Football Education Programme to existing Elite & Development participants.
- Attend regular Education Team meetings and contribute where necessary.

ADDITIONAL DUTIES & RESPONSIBILITIES

- To maintain standards in line with the requirements of the role and any Foundation policies and procedures in place.
- To undertake any other duties and responsibilities as may be determined from time to time.
- To work additional hours as the requirements of the job demand.
- To comply with equal opportunities legislation and be pro-active in challenging prejudice, discrimination and stereotyping.
- To adhere to procedures relating to the proper use and care of equipment and materials for which the role has responsibility.

Person Specification

QUALIFICATIONS

Essential:

- UEFA B Coaching Qualification
- Current Driving Licence with D1 minibus licence
- FA First Aid and Safeguarding qualifications

KNOWLEDGE & EXPERIENCE

- Experience of using VEO and analysing fixtures effectively (Desirable)
- Proven experience of coaching 16–19-years-old players (Essential)
- Computer literate (Essential)
- Experience of managing administration effectively (Essential)
- Experience of working within Club Charity Organisation (CCO) (Desirable)

KEY SKILLS

- Good communication and interpersonal skills
- Ability to work as part of a team
- Ability to use initiative and plan workloads
- Excellent organisational and planning skills
- Ability to manage and prioritise workload
- Excellent time management

PERSONAL ATTRIBUTES

- Embrace opportunities for continuous professional development
- Flexible attitude to work
- Enthusiastic and positive approach to work
- Confident and professional

Job Description last reviewed:	15 th May 2025
Reviewed by:	D.Ford (Head of Foundation)