



JOB DESCRIPTION

JOB TITLE: Academy Coach via Coach Inclusion and Diversity Scheme (CIDs) Season 2026/2027- 23 Month Fixed Term Contract

DEPARTMENT: Academy

REPORTS TO: Academy Lead Phase Coach / Head of Coaching

LOCATION: Sir Jack Hayward Training Ground, Compton Park

HOURS: 37.5 hours per week, exact hours and days to be agreed, flexibility in this role is essential as it includes evening and weekend work.

START DATE: ASAP pending DBS & referencing process

We are Wolves. English football's original innovators.

As a founding member of the Football League, we boast one of the richest histories in the beautiful game, shaping modern football while always staying true to our Old Gold roots.

A football club which represents a city built on grit and togetherness and one that is defined by ambition; from pioneering floodlit football to succeeding at the highest levels of the English and European game.

Always looking forward and determined in the face of challenge, bright in spirit and unified by the bond between players, staff and supporters, while remaining humble and grounded in the values of our Wolverhampton community.

At Wolves, we honour the past, while seizing the future.

We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. We expect all colleagues and volunteers to share this commitment. This means that the post-holder is required to apply all relevant policies and uphold the Club's commitment to safeguarding children, young people and adults at risk

Job purpose

To learn the coaching provision across a range of Academy age groups, working alongside the Phase Lead Coach, and Head of Coaching & Player Development in the organisation and delivery of coaching and games programme in line with the Coaching Competency Framework, Staff Development Plans, Players ILP's, and Academy Training Needs Analysis. This will include delivery of all KPIs, as required by the EPPP programme. In addition, the successful candidate will support all players within the phase across the 4 corners (Technical/Tactical, Physical, Psychological, Social).

Key responsibilities

Key Responsibilities:

- Be an ambassador of the W.O.L.V.E.S culture and philosophy & learn the coaching provision to look to manage the multi- disciplinary team for age groups within the Academy



- Working with the Phase Lead Coach to ensure that all squads operate in accordance with FA/FAPL and PL rules and regulations i.e. FAPL/PL Reporting, Team sheets.
- Review of all sessions and information on the online management tool (FIP), relevant for your age group.
- Co-ordinate 6-weekly multi-disciplinary reviews for each player.
- To be committed to attend and deliver when required on the coach development days/evenings as part of your continual professional development.
- Implementing and maintaining the Premier League's 'Elite Player Performance Plan' (EPPP) rules and regulations for your specific age group/phase.
- To work and support with the recruitment team to identify potential players for the Academy programme.
- To work and support across the U9-U16 Academy programme to ensure alignment is being met in accordance with club philosophy and development.
- To work and support in the delivery of the Development Centre training and Games programme.
- To support and deliver on any club in service CPD events linked to the role.
- To follow and enforce best practice in relation to Safeguarding Policies and processes including but not limited to reporting procedures.
- To work alongside the Safeguarding Team and Designated Safeguarding Leads to ensure safeguarding standards are met and maintained.

Coaching Responsibilities

- Plan, deliver and evaluate every coaching session in accordance with the Club Philosophy, Coaching Plan and Coach Competency Framework.
- Along with relevant support staff, ensure that the training programme is clearly planned with clear objectives on a Macro, Meso and Micro level.
- Document each session plan prior to delivery of the coaching session, including individual and team key coaching points and learning objectives for each player using the Football Intelligence Platform (FIP).
- Evaluate coaching sessions, documenting achievement of learning objectives on the FIP.
- Through effective planning and delivery, ensure that all individual and team learning objectives are linked to the Club Philosophy.
- Plan each coaching session in accordance with the individual player and team requirements of the Sports Science and Medicine departments.
- Ensure that the Performance Clock is maintained and updated daily for each player on the FIP, reflecting all training and game information.
- Ensure all sessions are delivered with a compliant approach to Health and Safety.
- Develop and maintain a positive learning environment to maximise each players learning potential in line with the requirements of the Coach Competency Framework.
- To ensure that equipment is sufficient and safe for training and ensure that all equipment is correctly put away following training.
- To be committed to the Coach Mentoring programme, involving video and written assessment as part of your continual professional development.

Match Day



- Ensure that all teams play in line with the Club Football Philosophy Guide.
- To support with the organising and delivery of the Club's Games Programme.
- Document Match Day planning and evaluation using the FIP and Hudl analysis tool.
- Responsibility for co-ordinating the team sheets and match arrangements on match days.
- Document individual and team key coaching points in each Match Day plan that are linked to the Club Football Philosophy and individual player aims on the FIP and Hudl analysis tool.
- Evaluation of the player's performance against the players individual aims.
- Emphasise individual and team learning objectives during pre-match, half time and post-match team talks and player interaction.
- Ensure a warmup and cool down is conducted on each Match Day according to the Academy Coaching Programme.
- Evaluate all matches, documenting achievement of learning objectives or action plan for next coaching session/Match Day.
- Ensure that the Performance Clock is maintained and updated daily for each player on the FIP, reflecting all training information.
- Exhibit touchline behaviour according to the Coach Competency Framework.

Performance Reviews

- Coordinate Player Performance Reviews for each player, involving MDT staff.
- Link Player Performance Reviews and individual learning plans to the learning outcomes of the Academy Coaching Programme.
- Maintain all Performance Review information on the FIP and the Hudl analysis tool.

General Duties

- Work with the Lead Phase Coach, and Head of Coach & Player Development to ensure individual coach development plan is in place with the appropriate CPD programme and coach competency framework is being met.
- Attend special events, dinners, induction seminars
- To attend National and International tours, tournaments and events across the programme.
- To ensure and maintain coaching qualifications and CPD hours are met.
- Carry out any other reasonable duties.

General responsibilities

- Compliance with Club policies.
- Compliance with the Club's health and safety procedures.
- Compliance with the Club's safeguarding policies.
- To promote the Club's values.
- To work consistently to embed equality & diversity into the Club.
- To undertake such other duties as may be reasonably expected.
- To maintain professional conduct at all times.



Safeguarding

This role involves working with children, young people, and adults at risk in a Regulated Activity. This means that the post-holder is required to apply all relevant policies and uphold the Club's commitment to safeguarding children, young people, and adults at risk.

Equality, Diversity, and Inclusion

The post holder will demonstrate a strong commitment to equality, diversity, and inclusion, supporting the organisation's strategic aims to remove barriers and address inequality. You will play an active role in promoting an inclusive, discrimination-free environment that ensures fair access to opportunities and resources. This includes fostering a culture of dignity, respect, and belonging where everyone is empowered to contribute, perform, and reach their full potential.

Key relationships

- Head of Academy – Football
- Head of Academy – Operations
- Head of Coaching
- Lead Phase Coach
- Age Group Academy Coaches
- Support Age Group Coach
- Lead Academy Goalkeeping Coaches
- Multi-disciplinary Team(s)
- Recruitment Staff
- Football Administration Department
- To ensure positive relationships with players, parents and host families



Person Specification

Job Title: Academy Coach via Coach Inclusion and Diversity Scheme (CIDs) Season 2026/2027- Full Time

Knowledge: the level and breadth of knowledge to do the job e.g. understanding of a defined system, method or procedure, legal or regulatory frameworks etc

Essential

- Understanding of maturation and long-term athletic development.
- A strong understanding of key organisational and operational requirements, including safeguarding, HR and Health & Safety.
- Knowledge and experience of reflective practice and personal development.
- An understanding of elite player behaviour and psychological aspects.

Work-based skills: skills specific to the job e.g. language competence, coaching skills, etc

Essential

- Learn to connect with Academy players.
- Basic understanding of appropriate coaching strategies.

General skills and attributes: more general characteristics e.g. flexibility, communication skills, team working etc

Essential

- Understanding of how to work safely with children and/or vulnerable adults and uphold generally accepted practice when working with those participants.
- Promote, adhere to and implement the Club's Equality Policy and to work consistently to embed equality and diversity within Club.
- Understanding of how to work safely with children and/or vulnerable adults and uphold generally accepted practice when working with those participants.
- Can work effectively within a team environment and also independently.
- Excellent interpersonal skills.
- Ability to effectively liaise with players, parents, coaches, staff and senior management, including being able to deal effectively with situations/tasks, in both a methodical and creative way.
- Strong communication and public engagement skills.
- Availability for flexible working hours.
- Take responsibility for ensuring a high quality of work at all times.
- A genuine team player who leads from the front and will support and motivate other members of the team.
- An adaptive individual who can cope well under high pressure situations.
- A proven ability to multi-task and manage multiple projects.
- Hardworking and enthusiastic.
- A good understanding of how to use Microsoft Office.

Experience: proven record of experience in a particular field, profession or specialism.

Essential



- Member of F.A. Licensed Coaches Club
- Working with children and/or vulnerable adults

Desirable

- Experience of coaching a team or group of players on a regular basis.

Qualifications: The level of educational, professional and/or occupational training required

Essential

- Post-holder will be subject to a DBS check at the appropriate level and cleared by the Wolves Safeguarding Manager
- UEFA B Licence
- Up to date FA Emergency First Aid Certificate
- Post-holder must hold or obtain at the earliest opportunity the relevant safeguarding training (i.e. FA Safeguarding Children Workshop)
- Post-holder will be subject to a DBS check at the appropriate level and cleared by the Wolves Safeguarding Manager

Desirable

- UEFA A Licence or FA Advanced Youth Award
- Teaching experience