



JOB DESCRIPTION | WOMEN'S FIRST TEAM

Assistant Manager

FA WOMEN'S CHAMPIONSHIP

Summary

Job Title: 1st Team Assistant Manager

Employer: Lewes FC

Hours & Availability: Full Time Role - Minimum 40 hours/week, 52 weeks/year

Reports to: Head of Performance / Women's 1st Team Manager

Key relationships: 1st Team Manager, Performance Staff, General Manager, CEO

Location: The Dripping Pan, Lewes, Mountfield Road

Assistant Manager Role

- Align closely with the 1st Team Manager and Performance Staff to cultivate a high-performance culture which is inclusive and safe, where athletes & staff thrive and reach their potential
- Support the management of a successful first team
- Collaborate to support the creation of a culture that maximises the talent of each player in all aspects of player development to elevate the quality of team performances.
- Support the leadership of player and team development at all training sessions and matches played by the club
- Collaborate, Support, and Lead on Individual Development of player toward elite professional standards on and off the pitch
- Empathy with young mature players while being an effective teacher who inspires and refines their ability to develop into the next generation of professional players
- Ensure high standards of coaching are delivered across the first team, and occasionally supporting the development of good practice for the Development Squad players and coaches
- Working with colleagues – including the General Manager, ensure the Club adheres to required standards & guidelines such as:
 - The FA standards for safeguarding
 - The FA Rules and Regulations and Competition Rules.
 - Respect guidelines
 - The Football Leadership Diversity Code
- Professional conduct in Media and Sponsorship Activities, positively representing and upholding the values and ethos of Lewes FC
- Uphold excellent internal and external relationships

Application Process:

Please submit your formal interest in the position by sending an email (**Subject: 1st Team Assistant Manager | Your Name**) with your CV and Cover Letter to: applications@lewesfc.com

The deadline for submission is midnight on June 3, 2022

The role will be open until filled

Please clearly articulate in your cover letter how your experience and personal characteristics align with the values and ambitions of Lewes FC, as well as provide evidence of how your qualifications and experience in the women's professional game match the role described below.

Interview Process

We may begin interviews coinciding with the open application process. Please review the dates below and note in your application email if any of the below dates would not work with current commitments.

- Formal Interview Open: May 26 – The role will be open until filled
- Expected Start Date: June 13 – 17

Important

Do not be put off from applying for this role if you do not meet all the requirements described here in every way. First and foremost, we seek people with clear ambition and drive for success, who are fully aligned with the values and principles of Lewes FC and who have the attributes to contribute to the development and success of our football club.

Lewes FC prides itself as an equal opportunity employer and we encourage and welcome applications from all candidates including those from under-represented backgrounds such as women, people with disabilities, BAME and LGBTQ+ candidates.

Given the low levels of diversity in football, we understand that candidates from under-represented backgrounds are unlikely to have been given adequate opportunity in the game. Consequently, we will ensure that the application process does not unduly favour candidates with such experience over applicants without it – within the restrictions posed by our License to play in the FA Women's Championship.

Desired Outcomes, Roles, and Responsibilities

Outcome 1: Quality coaching and playing style

- Support and collaborate well with 1st Team Manager to collectively deliver a clear and well understood playing style and its principles are clearly understood by all players and adhered to.
- Ensure all coaching is well planned and effective, regularly reviewed, and aligned to LTPD (Long Term Player Development) guidelines.
- The team are motivated, and physically, mentally, technically, and tactically ready to perform on matchdays.

Roles and Responsibilities

Coaching and Analysis

- Develop and communicate a style of playing and coaching that is in line with the Club's ethos, game model, and is successful against other teams
- In conjunction with first team coach(es) and first team staff, plan coaching sessions in line with the Club's playing style and games programme
- Attend and run (or oversee) team training sessions
- Review and evaluate elements of the playing style and coaching plan in the light of results and player availability / performance
- Review and evaluate playing style in the light of developments in football - nationally and internationally
- Provide opportunities to develop playing approach through varied and creative coaching sessions
- Develop individual players to excel consistently in the elite women's professional game
- Support the Analysis of Opposition, Team, Units, and Individuals to support Team Performance and Scouting Targets and Objectives

Match planning

- Undertake opposition analysis, and communicate findings and associated tactical plans to players with the leadership of the first team coaching staff
- Review information from games and use this to support future decisions (e.g., setup, tactics, and selection)
- Support the choosing of the team for matches and effectively communicate decisions to players for high-performance

Matchdays

- Lead pre-match preparation for the players, make and communicate in-match decisions
- Oversee required specific match day duties – e.g., Warmups, Tactical and technical information and feedback given to players

Coach Development

- Support the mentoring and professional development programme of our pathway coaches

Outcome 2: Player Development

- Players are empathised with; the coach is 'in the room' & physically and emotionally available
- The team are psychologically and emotionally ready to perform
- Players are comfortable to be challenged and consider the environment to be safe
- Players from all backgrounds develop as people and performers
- Players are managed well through difficulties such as injury, loss of form, non-selection and other personal and professional challenges that could affect their performance and wellbeing

Roles and Responsibilities

Communication with Players

- In alignment and per leadership of the 1st Team Manager, ensure all players have Individual Learning Objectives
- Work with individual players to help them achieve their Individual Learning Objectives, including supporting and encouraging realistic technical practice
- Feedback to players, including with the use of video clips or other visual tools
- Oversee and deliver player reviews and individual development meetings and training sessions
- Support player engagement in their learning and development, ensuring players:
 - are encouraged to ask questions and seek feedback for improvement and clarity
 - are encouraged to have input to footballing decisions and their own learning process
 - are communicated the 'why' as well as 'what' of decisions
 - know and understand the purpose and 'why' of training sessions
- Invest time and effort in knowing the players and understanding what motivates them
- Provide personal support based on each individual player's needs
- Monitor and manage player behaviours based on club and team values and expectations; set boundaries, reinforce good behaviours and challenge less welcome behaviour
- Work with - and support the work of - colleagues in the MDT to enhance player development
- Support the decisions and actions required on decisions about disciplinary matters / conflict in conjunction with other staff or players

Outcome 3: Effective and Smart Planning and Recruitment

- The First Team has a clear set of aims and objectives which are agreed and understood within the club
- Players are identified, attracted, and recruited to help meet those objectives
- Player development and performance is tracked in line with Performance KPIs
- Budgets are adhered to and managed well to avoid misunderstandings or poor financial management

Roles and Responsibilities

Planning, structure, and goal setting:

- Support the development and communication of a collective vision of success for the team and club

- Support the agreed aims & objectives with senior colleagues (e.g., Sporting Director/CEO/Directors/General Manager) - such as a 3-year plan, and objectives for the current season

Player recruitment and playing staff decisions:

- Through network and connections (e.g., agents and other head coaches), be aware of possible signing opportunities
- Gather and review a broad range of data (e.g., scouting reports) on players and maintain comprehensive and up-to-date player profiles
- Discuss profiles of players with senior staff / decision makers (e.g., Sporting Director, General Manager, CEO, Chair)
- Adhere to club budgets and manage player payment and bonuses effectively
- Take part in reviews of the scouting process and activity
- Contribute to decisions about the loan of players and their return

Personal Characteristics

Self-Development

- Time is dedicated to personal development, and coaching knowledge is up-to-date and forward thinking

Motivation

- Committed to playing a role in the long-term development of women's and girl's football
- Enthusiastic about coaching and mentoring elite young players, senior players, and developing coaches, and seeing them improve
- Is proactive about personal development and developing a positive organisational culture

Interpersonal Skills

- Expresses enthusiasm, confidence, and belief in players' capabilities
- Can outwardly present themselves consistently, irrespective of how they are feeling
- Has great relationship management skills; earns trust by being respectful, supportive, and transparent
- Is approachable and relatable; builds strong and personal relationships with different types of people at all levels of seniority and from all backgrounds
- Shows an interest and genuine care about athlete needs. Treats players as humans by providing personalised support and communication
- Encourages open, two-way communication. Is a good listener
- Is brave and unafraid of potential conflict
- Can communicate difficult decisions with firmness and compassion
- Interacts with various media with clarity and calm

Resilience

- Is emotionally composed; manages arousal level in the moment, and remains confident and positive in the face of challenges (e.g., defeat, criticism from club, media, and fans)
- Stays focused and can adapt approach when the team is not succeeding
- Cultivates players resilience amongst internal and external pressures effectively
- Assesses self fairly; asks self what they can do better and is realistic about what is outside of their control

Problem-Solving and Decision-Making Skills

- Experiments with concepts and ideas; explores new ways of doing things
- Takes the time to think about and reflect on the culture of the football club and first team
- Uses and filters information from a broad range of sources to make effective decisions which can be justified with defensible rationale
- Open to others' ideas; not stubborn in the face of other ideas & evidence
- Asks good questions to understand situations, and can make decisions quickly under pressure

Experience and Knowledge

- Knowledge and experience of the elite women's game, specifically the existence and implications of:
 - competition and league rules, including on transfers and contracts
 - the growth of the women's game
 - player pathways
 - required coaching behaviours in the women's and girl's games
 - technical and tactical differences between men's and women's football
- Previous experiences which have brought strong existing relationships within the Women's pyramid in England and across the United Kingdom
- Experience of coaching and mentoring elite young and senior footballers, which has helped develop deep technical and tactical knowledge, including knowledge of a range of systems of play
- Recruitment / Talent ID experience
- Experience of developing learning environments for athletes
- Other roles which have brought experience of managing and leading groups of people
- Roles which have brought understanding of how children and adults learn and develop (e.g., teaching)
- Knowledge and awareness of diversity and equality challenges in football
- Experience of dealing with media (including social media)

Continuous Development, Qualifications and Membership

Essential

- Regular attendance and engagement with coach development initiatives such as:
 - FA Women's Pro Game: Coaching Excellence Initiative (CEI)
 - Effective Coaching in the Female Game (ECFG) Think Spaces
 - Women's High Performance Centre female game specific modules
- UEFA B Licence – UEFA A License Preferred
- First Aid for Sport (acquired before starting role)
- Safeguarding and Protecting Children (acquired before starting role)
- DBS Clearance (acquired before starting the role)

Desirable

- Engagement in professional development other than technical football coaching development.
For example:
 - Physical Development of Youth Female Players (growth and maturation, female athlete physiology & menstrual cycle)
 - Player support (e.g., Talented Athlete Lifestyle Support)
 - Coaching & mentoring qualification (e.g., EMCC)