



PROFESSIONAL DEVELOPMENT PHASE LEAD COACH (FT) JOB DESCRIPTION

Job Title: PDP Lead Phase Coach - Sutton United Academy

Department: Academy

Reporting to: Academy Manager

Work Location: Sutton and surrounding training grounds, including matchdays

Working Hours: Based around Academy schedules

About the Role: Sutton United Academy is seeking a dedicated and experienced PDP Lead Phase Coach to oversee the Professional Development Phase (PDP) for our academy players. The successful candidate will be responsible for implementing our coaching curriculum, developing individual player plans, and ensuring the holistic development of our youth players.

Specific Responsibilities:

- **Curriculum Implementation:**
 - Collaborate with the Head of Coaching to design and implement an age-specific coaching curriculum in line with Sutton United Academy's playing and coaching philosophy.
 - Ensure effective planning, delivery, and evaluation of coaching sessions using the KitMan Labs system (previously PMA).
- **Player Development:**
 - Motivate and support U18 players to adhere to the coaching curriculum and uphold high standards.
 - Work with the Head of Coaching and Academy Manager to develop and deliver individual development plans for all players in the phase.
 - Contribute to building a library of best practice sessions reflecting the academy's philosophy.
 - Work towards personal Coach Development Action Plan (CDAP) in line with the Coach Competency Framework (CCF).
- **Management and Coordination:**
 - Lead and manage the daily logistical operations of the phase, including training, fixtures, and additional matches to meet player needs.
 - Manage inventory and distribution of kit and equipment, liaise with match officials, and communicate with players and parents.
 - Collaborate with key staff to support the multi-disciplinary development of players, including developing, delivering, recording, and reviewing Individual Learning Plans (ILPs).
- **Communication and Reporting:**
 - Communicate and reinforce the academy's playing and coaching philosophy to coaches, players, and parents.
 - Organise and conduct player reviews, ensuring all data related to coaching sessions, game time, and learning objectives is accurately maintained on the PMA system.
 - Provide reports and attend meetings as required by Academy Management and Head of Coaching.
 - Link player performance reviews to the academy's coaching programme and present these during review meetings as per club and EPPP guidelines.
- **Recruitment and Other Responsibilities:**
 - Participate in the recruitment of U16 players for the future scholarship programme.
 - Form part of the recruitment committee alongside the Head of Coaching, Academy Manager, and YDP Phase Lead to select the right players for Sutton United Academy.
 - Continually seek to enhance the academy environment with new ideas.
 - Represent the club positively at all times and adhere to the club's Code of Conduct and safeguarding procedures.
 - Attend and contribute to all CPD as instructed by the Head of Coaching.
 - Carry out other duties as directed by the Academy Manager and Head of Coaching.



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Personal Specifications:

Qualifications:

- Essential:
 - UEFA 'A' License
 - FA Youth Award (assessed)
 - Basic First Aid in Football (BFAS) or Emergency First Aid
 - Up-to-date FA DBS and Safeguarding Certificate
 - Fully Licensed FA Coach
 - FA Advanced Youth Award (or currently working towards completion within 6 months)

Skills, Knowledge & Experience:

- Minimum of 2 years working with elite players or within professional football in the youth development phase.
- High level of coaching ability with individuals, units, and teams.
- Experience using the KitMan Labs/PMA system.
- Ability to plan coaching syllabi and ILPs to meet the needs of players.
- IT literacy and proficiency in creating presentations, reports, and emails.
- Strong interpersonal and organisational skills.
- Excellent understanding of child protection and behavior standards within an academy.
- Experience working full-time in an academy environment and familiarity with the academy audit process.

Personal Qualities:

- Committed to promoting the philosophy of Sutton United Academy and maintaining a positive learning environment.
- Growth mindset with the ability to deliver an elite programme under high pressure and accountability.
- Highly motivated, enthusiastic, and ambitious.
- Receptive to feedback and committed to personal development.
- Valid driver's license and willingness to travel extensively.
- Flexibility to work outside normal hours, including evenings and weekends, often at short notice.

Equal Opportunities: Sutton United Academy is an equal opportunities employer and welcomes applications from all qualified individuals regardless of sex, age, race, religion or belief, marriage or civil partnership, disability, sexual orientation, gender reassignment, pregnancy or maternity, or ethnic or national origin.

Safeguarding: All employees must understand and adhere to Sutton United Academy's safeguarding and anti-discrimination policies and procedures. This post requires an enhanced DBS check. All posts are safer recruited and applicants knowledge of safeguarding will be tested.

How to Apply: Interested candidates should submit a CV and cover letter outlining their suitability for the role to kelly.jade@suttonunited.net by **Friday 16th August**. Please note that we reserve the right to close this post earlier if a suitable applicant is found. Proof of the right to work within the UK will be required for this role.

Important Information: The duties and responsibilities outlined should be regarded as neither exclusive nor exhaustive, and the post holder may be required to undertake other reasonably determined duties commensurate with the grading of the post without changing its general character.