



Kidderminster Harriers Football Club

Person Specification

Job Title	Academy Manager
Department	Education

The specific qualifications, experience, skills, and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it is an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C = Certificate

Qualifications and Attainments		
Essential (E) / Desirable (D)	Criteria	Method of Assessment
E	Relevant professional qualification. Minimum UEFA A Coaching License.	A / C
D	UEFA Pro Coaching License.	A / C
E	Youth Module 1 and 2	A / C
D	Youth Module 3	A / C
E	Up to date FA Safeguarding and First Aid	A / C
E	Full and Clean driving license	A / C
D	D1 Driving Qualification (Minibus)	

Experience & Knowledge		
Essential (E) / Desirable (D)	Criteria	Method of assessment
E	Experience of contributing to player engagement and development plans	A / I / P
E	Experience of managing teams of players aged 16 +	A / I / P
E	Experience of coaching a diverse player group within a relevant environment	A / I / P

D	Experience of liaising with variety of external agencies and local/national governing bodies e.g. the Football Association, AoC Sport, ECFA etc	A / I / P
E	Relevant up to date subject knowledge.	A / I / P
D	Experience of working within the FE Sector.	A / I / P

Skills & Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	A sound understanding of current coaching techniques relevant to youth football.	I
E	Ability to develop a periodised plan for the KHFC Football Academy.	I
E	Ability to motivate, inspire and lead a team and promote competition within the player group.	I
E	An ability to relate to, and empathise with, players of all ages and backgrounds.	A / I
E	Ability to communicate with a wide range of individuals including players, staff and external organisations.	A / I
E	Excellent front line customer service skills – patience, tact, sensitivity.	A / I
E	Be able to deal with people in a calm and courteous manner.	A / I
E	An ability to review game situations and provide feedback to the players and other coaching staff.	I

Behavioral, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Commitment to the club support and promotion of Equality and Diversity .	A / I
E	Committed to child protection and the promotion of a safe environment for children and young people to learn in.	A / I
E	Enthusiasm and confidence in establishing internal and external partnerships	A / I
E	Committed to Professional development	A / I
E	Committed to delivering outstanding performance	A / I