



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Academy Coach (Girl's programme)
<b>DEPARTMENT:</b>	Women & Girls
<b>REPORTS TO:</b>	Wolves Women Manager and Player Development Lead
<b>LOCATION:</b>	Sir Jack Hayward Training Ground, Compton & various training locations
<b>HOURS:</b>	6-9 hours per week (depending on age-group allocated) – role will include evenings and/or weekends
<b>DATE:</b>	April 2026

### **We are Wolves. English football's original innovators.**

Formed in 1975 as Heathfield Rovers, initially as a West Midlands League second division club, they later became Wolverhampton & Wednesbury Tube and then Wolverhampton Ladies before taking the name Wolverhampton Wanderers in 1993. In the 1993/94 season they were promoted to the Premier League, which was then the top flight of Women's football.

In 2008/09, the women and girls' programme were taken on board by the Wolves community trust. This support continued until the 2021/22 season, where the academy took control of the female provision, ensuring the boys and girls alike are given opportunities to play at Wolves.

The 2019/20 season and 2020/21 season saw Wolves Women top of the table in both seasons, only to have the leagues ended abruptly due to COVID. This prevented promotion to tier 3, however, Wolves were successful in an 'upwards movement' initiative, allowing them to move into the FA Women's National League, Northern Premier Division.

Following a sustained period of progression, Wolves Women achieved promotion to WSL 2 after winning Tier 3 and is firmly established as a leading side within the FA Women's National League. Building on a second-place league finish and a successful promotion campaign, the team now competes in WSL 2, marking a significant step in its continued development. As the club advances, the focus remains on competing at the highest level possible while providing a professional environment that supports the ongoing growth and performance of both players and staff.

**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 deliver high-quality coaching within the Youth Girls Academy, supporting the holistic development of female youth players (aged 9-16). You will implement the Academy coaching curriculum, nurture individual and team potential, and create a positive learning environment aligned with the club philosophy and safeguarding standards.

---

### **Key responsibilities**

- To be responsible for the overall coaching and development of an ETC group session and a girls' age group team



- Work alongside the Player Development Lead, Parents, and local grassroots clubs to ensure the delivery of a leading girls' programme in an engaging and inclusive way
- Plan, prepare, implement, and evaluate age-appropriate training sessions addressing technical, tactical, physical, and psycho-social development
- Monitor and record player progress; develop individual learning plans or player development plans in collaboration with the Player Development Lead
- Provide feedback to players and parents through regular performance reviews
- Collaborate with the multi-disciplinary teams (Analysis, Medical, Sport Science, Player Care, Education) to support player welfare and performance
- Participate in squad selection, matchday, preparation, fixtures, tournaments, tours, and associated travel as required
- Be an ambassador of the values of the club, culture and philosophy
- 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 attending the coach development days/evenings as part of your continual professional development.
- Where required, complete the mandatory qualifications and relevant Continued Professional Development requirements as required by the Elite Player Performance Plan and associated governing bodies (The Premier League, The Football Association).
- 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.

---

### **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**

We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. We expect all those associated with WWFC 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.

---

### **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**

- Academy Manager – Football
- Women & Girls Manager
- Player Development Lead
- Academy W&G coaches and staff
- W&G Physiotherapist
- Safeguarding Senior Manager
- Head of Education
- Academy Operations Manager



## PERSON SPECIFICATION

### Job Title: Academy Coach (Girl's programme)

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

- Evidence of understanding the Girl's and women's pathway and England Talent Pathway and regulations.
- Previous experience of working within an elite football environment.
- Recruitment or talent ID experience.
- Understanding of maturation and long-term athletic development.
- A strong understanding of key organisational and operational requirements, including safeguarding, HR and Health & Safety.
- Experience of working within a multi-disciplinary team.
- Knowledge and experience of reflective practice and personal development.
- An understanding of elite player behaviour and psychological aspects.
- An understanding of safeguarding children, young people and adults at risk.
- Knowledge of Safeguarding legislation, policies and procedures ( including reporting platforms and/or requirements).
- Wellbeing knowledge in relation to supporting children, young people and adults at risk

#### Desirable

- Experience within an Elite Girl's programme.

Technical/work-based skills: skills specific to the job e.g. language competence, typing skills, coaching skills etc

#### Essential

- Good understanding of the rules of the game.
- Good use of IT e.g. Word, Excel, PowerPoint.
- Ability to provide reflective feedback.

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 to uphold Safeguarding best practice
- 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.
- Own transportation and clean driving licence.
- Takes 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.
- Promote, adhere to and implement the Club's Equality Policy and to work consistently to embed equality and diversity within Club.



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

Essential

- Working with children and/or vulnerable adults.

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

Essential

- Level 2 in coaching football
- FA Level 1 Introduction to First Aid in Football (IFAiF) or a valid Emergency Aid qualification
- Post-holder must hold or obtain at the earliest opportunity and maintain 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 Safer Recruitment Group

Desirable

- UEFA B (Level 2 in football coaching)
- Associate degree (college diploma or above)
- Proven experience in a similar role.