

## WYCOMBE WANDERERS FOOTBALL CLUB

Adams Park  
Hillbottom Road  
High Wycombe  
Buckinghamshire  
HP12 4HJ

T: 01494 472100  
E: [wwfc@wwfc.com](mailto:wwfc@wwfc.com)  
W: [wwfc.com](http://wwfc.com)



<b>Job Title</b>	Professional Development Phase Coach
<b>Job Purpose</b>	To play a pivotal role in the holistic development of young people within the Professional Development Phase of the Academy. Specifically, to provide exceptional football delivery within the Professional Development Phase of the academy.
<b>Department</b>	Football
<b>Responsible to</b>	Head of Football Development
<b>Responsible for</b>	N/A
<b>Location</b>	Harlington
<b>Hours</b>	40 hours per week
<b>Remuneration</b>	£40,000-£45,000
<b>Contract</b>	Full-time

<b>The Academy Mission</b>	
To build a world-leading Academy that develops exceptional footballers and people for our 1 <sup>st</sup> Team, the UK and global game.	
<b>Key Role Accountabilities</b> Linked to appraisal	
1	<b>Safeguarding:</b> To always ensure & positively promote the Safeguarding of young people before anything else.
2	<b>Training Programme:</b> Working with the other PDP coaching staff, lead the planning, preparation, delivery and review of coaching sessions in alignment with the squad's Season Planner, Identity and Methodology whilst enabling an interdisciplinary approach for the PDP. Additionally, plan, deliver and review off-pitch work including meetings to ensure individual development is at the forefront of your work. To ensure all training sessions meet the needs of individuals, the team and are consistently of the highest standard. To also contribute to, and support the delivery within schoolboys age groups.
3	<b>Games Programme:</b> To work within the PDP coaching staff to effectively prepare for, manage, and review matchdays, completing any reporting or collation of performance data within 48 hours. To prepare individuals and the team to compete in the games programme whilst playing aligned to the agreed Identity, Methodology and development objectives.
4	<b>Individual Development Plans:</b> To plan, deliver & review individual work on and off-pitch for PDP players to maximise their individual development in coordination with the Academy Director, Academy Head of Football Development, PDP Coaches and Individual Development Coaches. To contribute to player audits and player reviews to assess IDP progress both with staff and players. To promote all young people's continual pursuit of further / higher education and becoming a life-long learner.
5	<b>Compliance:</b> To assist the Academy Director, Academy Head of Football Development & Head of Academy operations where necessary to ensure compliance within league, competition and licence rules & regulations. To work with the Head of Academy Operations & administrators on all appropriate team administration. To ensure adherence to youth development rules.
6	<b>Inter-disciplinary Teams:</b> To work with other departmental staff working within the PDP to ensure the effective planning, delivery & evaluation of events, interactions and support for players that will provide a rich and rounded development programme.

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7	<b>Transitions:</b> Work closely with the Academy Director, Academy Head of Football Development, key PDP staff and Youth Development Phase staff to ensure open communication to understand the progress of individuals preparing to transition into or beyond the U18s/U21s and across the pathway. This includes the supporting of U16 games/training programme on occasions. To support the recruitment and induction of new players into the age-group whilst also closely supporting on-going player reviews, succession planning processes and the re-routing of players away from the club.
8	<b>Performance Data:</b> To ensure that all technical performance data from both the training & games programme is appropriately recorded, reviewed and reported on to help inform the senior management team and execute our player development strategy.
9	<b>Learning Environment:</b> To uphold and promote a positive and professional learning environment and culture of high standards across the academy at all times.
10	<b>Personal Development:</b> To contribute to and take part in a programme of continuing professional development whilst always demonstrating honest but positive self-reflection skills in the pursuit of furthering your own learning both on & off the pitch.

<b>Other Responsibilities</b>	<b>Macro (Season)</b>
	<ul style="list-style-type: none"> <li>To complete any mandatory training as required by the club.</li> <li>To support the Academy's annual PGAAC audit process.</li> <li>To support the Academy's succession planning process and deliver the player development reports for all PDP players.</li> <li>To support with an annual review of the PDP groups to the Academy Director &amp; Academy Head of Football Development.</li> <li>To adhere to a strict code of confidentiality in respect of any information relating to Wycombe Wanderers Football Club and its operation.</li> </ul>
	<b>Meso (Blocks)</b>
	<ul style="list-style-type: none"> <li>To work closely with the Academy Director &amp; Head of Recruitment to ensure the identification and recruitment of talent for the Professional Development Phase.</li> <li>From time-to-time the job will require you to travel in the UK and overseas, including overnight stays for camps, tours &amp; tournaments.</li> <li>Occasionally deliver and support the continual professional development to other academy staff.</li> <li>Liaise with the Head of Education and Player Welfare team in relation to all education and welfare duties and requirements.</li> </ul>
	<b>Micro (Weekly)</b>
	<ul style="list-style-type: none"> <li>To support the U18 players in achieving their Apprenticeship qualification.</li> <li>Support MDT meetings for the PDP and attend / support other department meetings where necessary.</li> <li>From time-to-time to attend Academy Leadership meetings and support the academy's wider long-term strategy.</li> <li>Ensure all academy kit &amp; equipment in your use is properly stored and maintained.</li> </ul>

<b>The Wycombe Way</b>
<p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>To take responsibility for your own health, safety, and welfare, ensuring compliance with WWFC's Health and Safety Policy, procedures and safe systems of work.</li> </ul> <p><b>Training &amp; Development</b></p> <ul style="list-style-type: none"> <li>To undertake all reasonable training, learning and development activity designed to support you in your role.</li> </ul> <p><b>Diversity and Equality</b></p>

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- To be responsible for your own behaviour and act in a manner that avoids and discourages any form of discrimination or harassment; to comply with and champion WWFC's Equal Opportunities Policy.

### Safeguarding

- To be responsible for promoting a safe, enjoyable and secure environment for all and ensuring that you read, understand and comply with the safeguarding and safer recruitment policies and procedures in place at WWFC.

## Person Specification

Qualifications	Essential	Desirable
UEFA A Licence Coaching Award		✓
UEFA B Licence Coaching Award	✓	
FA Advanced Youth Award		✓
Valid FA Emergency Aid Certificate	✓	
Valid Safeguarding Certificate	✓	
Skills, knowledge and experience	Essential	Desirable
Experience of coaching in an elite environment	✓	
Track record of demonstrating high performance achievement in a professional environment	✓	
Experience in coaching academy PDP players	✓	
An appreciation and experience of supporting other coaches	✓	
Understanding of the Elite Player Performance Plan	✓	
Experience of managing individuals and teams	✓	
Flexible approach to working hours including working evenings and weekends	✓	
Ability to produce high quality written documentation	✓	
IT skills to include a high level of competence using Excel, Word, Access and PowerPoint skills	✓	
An understanding of Talent Identification	✓	
Knowledge and understanding of working with young players	✓	
Ability to work in a team environment	✓	
Expected behaviour	Essential	Desirable
Champions our club values	✓	
Collaborative	✓	
Team oriented	✓	
Problem solver	✓	
Curious	✓	

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Looks for continuous improvements in self and others	✓
Pragmatic	✓
Ability to work calmly under pressure	✓
Ability to always maintain confidentiality	✓

Wycombe Wanderers Football Club is an equal opportunities employer and is committed to provide equality and fairness for all employees. Wycombe Wanderers Football Club opposes all forms of unlawful and unfair discrimination. Please refer to our Equality and Diversity Policy for further information.

**Employee Signature:**

**Date:**

**Manager Signature:**

**Date:**

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in light of the changing needs of Wycombe Wanderers FC

Last updated 18/05/2026.

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