



ROLE INFORMATION PACK:

Academy Manager & U19s Lead PDP Coach

About the Role

Hartlepool United Football Club is seeking to appoint a dedicated Academy Manager & U19s Lead Professional Development Phase Coach to oversee the day-to-day management of the Club's academy and lead the delivery of the Professional Development Phase programme with the Club's U19 players.

The successful candidate will be responsible for ensuring the academy operates effectively across all departments, delivering the coaching curriculum, supporting player development pathways and working closely with Hartlepool Sixth Form, the U17s Lead Coach, and Shadow Coaches to provide an outstanding environment for players and staff.

Job Title	Academy Manager & U19s Lead PDP Coach
Contract Type	Full-time, permanent
Location	<ul style="list-style-type: none">▪ Victoria Park, Clarence Road, Hartlepool, TS24 8BZ; and▪ other Hartlepool United Facilities as required
Department	Academy
Responsible To	Academy Director
Responsible For	Relevant Academy Personnel
Salary	Competitive – dependant on qualifications and experience
Closing Date	Sunday 7 th June 2026* <i>*Hartlepool United reserves the right to stop accepting applications prior to this date and early application is advised.</i>
How to Apply	To apply for the role, please send a completed application form to secretary@hartlepoolunited.co.uk . Application forms can be found here .

About the Club

Founded in 1908, Hartlepool United is a professional football club currently competing in The National League – the fifth tier of the English football league system.

The club plays its home fixtures at Victoria Park, Clarence Road, Hartlepool, England, TS24 8BZ.

Key Responsibilities

Summary

- Lead and manage the day-to-day operations of the academy programme.
- Plan, deliver, and oversee the coaching curriculum for the U19s PDP players.
- Work closely with Hartlepool Sixth Form to support the players' education programme and welfare.
- Support and manage the U17s Lead Coach, Shadow Coaches, U16s Head Coach, and other staff to ensure alignment across the academy.

Coaching

- Plan, deliver, and review highly structured coaching sessions for the U19s PDP players in conjunction with the academy's philosophy and coaching programme.
- Manage the day-to-day running of the academy programme whilst overseeing the U19s PDP programme and supporting the development of the U17s PDP programme.
- Ensure the training programme is clearly detailed with careful consideration for periodisation, player needs/load, and long-term player development.
- Work closely with the U17s Lead Coach, Shadow Coaches, and U16s Head Coach to ensure continuity and progression across the academy.
- Maintain an open approach to daily tasks with constant liaison with all relevant departments including academy, physiotherapy, analysis, recruitment, education providers and first team staff.
- Communicate professionally with relevant players, parents, and staff on a regular basis.

Matchdays

- Lead and manage the U19s game programmes – supporting and overseeing the U17s game programmes where required.
- Assist in the arrangement of necessary transport for academy teams.
- Assist in the arrangement of necessary kits for academy teams.
- Assist in the arrangement of match officials for academy teams.
- Arrange staffing structures for fixtures and training sessions where necessary.
- Effectively communicate with all players to ensure the correct details are given ahead of match days.

Reviews

- Organise and conduct player reviews throughout the season with clarity on how players can continue to develop within the academy pathway.
- Provide clear reports and feedback to aid player learning, development, and progression.

Other

- Liaise closely with the club's recruitment staff on a weekly basis.

- Be responsible for academy sites and effectively liaise with facility providers, coaches, parents, players, and guardians.
- Work closely with the Academy Director to help the Academy's continued growth and strategic direction.
- Assist in ensuring all players have completed the relevant association forms.
- Assist with school taster days/open evenings, opportunities to coach potential recruits, and exit trials.
- Be flexible to work varied hours as per the requirements of the academy teams.
- Work closely with relevant academy staff to ensure transport, match officials, and pitches are always booked well in advance.
- Keep all necessary qualifications up to date as per the FA guidelines.
- Undertake other duties as directed by the Academy Director.

Essential Skills & Qualifications

- UEFA B Licence (minimum requirement).
- FA Youth Award qualification or willingness to work towards.
- Experience working within an academy football environment.
- Excellent communication and organisation skills.
- Ability to work effectively within a multi-disciplinary team.
- Knowledge and understanding of long-term player development.
- Full UK driving licence.
- FA Safeguarding and Emergency First Aid qualifications.
- Enhanced DBS check.
- Strong communication and organisational skills.
- Willingness to learn, adapt, and develop within a professional setting.
- Flexible approach to working hours (including evenings, weekends, and matchdays).

Desirable Experience & Qualifications

- UEFA A Licence.
- Experience leading teams within the Professional Development Phase.
- Experience within an Elite Player Performance Plan (EPPP) environment.
- Knowledge of performance analysis and individual development planning.
- Experience working alongside education providers and supporting dual career pathways for young players.

Miscellaneous & Important Notes	
Adjustments	Please make us aware of any adjustments required, for example access needs, during any stage of the recruitment process.
Annual Leave	28-days inclusive of public holidays.
Data Protection	<p>The information applicants provide will be held in strict confidence. The Club processes information in line with its Privacy Policy and the information held will, on appointment, be used to administer employment with the Club.</p> <p>By making an application, the Club assumes that applicants agree to the processing of personal data in accordance with the Privacy Policy.</p>
DBS Certificate	All offers of employment are conditional subject to a satisfactory enhanced disclosure from the Disclosure & Barring Service (DBS).
Entitlement to work in the UK	Any employment offer made by the Club is conditional on the selected applicant demonstrating the right to live and work in the UK.
Equality, Diversity, and Inclusion	<p>The Club is committed to equality, diversity, and inclusion (EDI) and will confront discrimination of any kind.</p> <p>The Club ensures that all employees contribute significant commitment to EDI by treating everyone fairly and promoting working relationships between personnel of all backgrounds, orientations, status', partnerships, abilities, or previous opportunities.</p>
Working Hours	<p>Contractually 37.5 per week, however this is not a 9am-5pm role.</p> <p>The successful applicant's working pattern will be dependant on and in response to the academy calendar and requirements/needs of the club. The successful applicant must be flexible to this, including early mornings, weekends and evenings.</p>
Pension	There is a contributory pension scheme to which eligible staff will be auto enrolled. Employees who do not meet the auto enrolment criteria are eligible to join the Scheme, subject to certain provisions.
Probationary Period	<p>All role appointments are subjected to a 6-month probationary period.</p> <p>The club reserves the right to extend this period at its discretion.</p>
References	Any offer of employment made by the Club is subject to receipt of satisfactory references.

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