



ROLE INFORMATION PACK:

U17s PDP Lead Coach & U16s Head Coach

About the Role

Hartlepool United Football Club is seeking to appoint a dedicated U17s PDP Lead Coach & U16s Head Coach to work closely with the Club's U17s youth team players and U16s academy players.

The successful candidate will be responsible for delivering the Club's coaching curriculum, helping with individual player development, and assisting with daily academy tasks.

Job Title	U17s PDP Lead Coach & U16s Head 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 Manager
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

- Plan and deliver structured coaching sessions to the academy players, mainly with U17s and U16s teams.
- Effectively identify the players that can progress through the academy's pathway.
- Work closely with all academy and club staff to ensure all tasks are complete including admin and logistics.
- Lead and manage the U17s fixtures and U16s fixtures.

Coaching

- Plan, deliver, and review highly structured coaching sessions for the U17s and U16s teams in conjunction with the academy's philosophy and coaching programme.
- Manage the day-to-day running of the U17s team and assist with SYT, U19s, and U21s teams from time to time.
- Ensure the training programme is clearly detailed with careful consideration for periodisation and player needs/load.
- Maintain an open approach to daily tasks with constant liaison with all relevant departments including academy, physiotherapy, analysis, recruitment, and first team.
- Communicate professionally with relevant players, parents, and staff on a regular basis.
- Complete Individual Learning Plans whilst planning, delivering, and reviewing structured 1-to-1 sessions to help aid player development.

Matchdays

- Lead and manage the U17s and U16s game programmes.
- Assist with the management of all teams' game programmes when needed.
- 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 staff to be present at games where necessary.
- Effectively communicate with all players to ensure the correct details are given ahead of match days.

Reviews

- Organise and conduct two reviews for the U17s and U16s at Christmas time and at the end of the season with clarity on how players can develop at the academy.
- Provide clear reports to help aid player learning and development.

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 Head of Academy Recruitment and Academy Manager to help the Academy's continued growth.
- 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 Manager and 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 managing and supporting young players within an academy setting.

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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