



# RECRUITMENT AND INFORMATION PACK

Lead Foundation Phase Coach





# ABOUT US AND WHO WE ARE

The club was first founded in 1904. Brunton Park has been our home since 1909.

Located nine miles from the border with Scotland, it makes us the most northerly-based professional football club in England.

We have no close geographical football rivals with the closest being over 50 miles away.

We are defined in part by our geography, and also our history. Weather, rural landscape, local pockets of heavy industry and long distances combine to make us unique in the football pyramid.

We are the club of the regional capital and its biggest city. Our regional challenges demand a tough spirit.

We are the premier sporting organisation of Cumbria and a local community club that reaches far.

The club is traditional and proud of its heritage. We are used to highs and lows and have enjoyed success and adversity.

We are part-owned by the Carlisle United Supporters' Trust and they have representation as directors of the club on its board.

Our fans want their voice to be heard and are fiercely proud, loyal, strong-minded and vocal.

They demand honesty, passion, fight and determination, and commitment on and off the field.

They want to see local players flourish. Many come and go from our region, but they remain as Cumbrian's and Carlisle fans.

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# CLUB VISION AND MISSION

## VISION

**“To compete at the highest level possible as a sustainable football club that inspires pride and is for everyone.”**

- **Compete:** We never give up as a club or individually. We give everything, with no fear and bounce back.
- **Highest Level Possible:** We aim to continually progress up the football pyramid with no self-imposed ceiling or limits on or off the field.
- **Sustainable:** Financially sound, operationally resilient, and community-rooted.
- **Pride:** A club that reflects positively on Carlisle, Cumbria, and all who support us.
- **For everyone:** We are open to all, welcoming and inclusive for the whole community.

## MISSION

To win, grow, and inspire by building a high-performing, inclusive club that operates with integrity, ambition, and extraordinary teamwork - delivering excellence on and off the pitch.

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# VALUES

## Integrity

- Be honest, ethical, and respectful in every interaction.
- Communicate transparently and act with consistency.

## Excellence

- Demand the highest standards in all areas - on and off the pitch, in operations, and in service.
- Celebrate effort, execution, and continual improvement.

## Ambition & Innovation

- Embrace new ideas and strive to lead, not follow.
- Aspire to grow and achieve beyond expectations.

## Teamwork & Respect

- Work collaboratively and listen.
- Treat everyone with dignity, fairness, and inclusivity.

## Pride & Passion

- Represent Carlisle United with heart and purpose.

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# MAIN ROLES AND RESPONSIBILITIES

- Manage the general day-to-day operation of the Foundation Phase and Pre-Academy.
  - Manage the Foundation Phase and Pre-Academy staff.
- Work closely with Head of Academy Coaching, Academy Manager, other Lead Phase Coaches and Head of Recruitment to ensure player coaching and recruitment aligns with club philosophies and frameworks.
- Ensure all appropriate aspects of the Coaching and Pathway Academy Reporting Document and CASA are fully met.
- Attend and contribute to all MDT meetings - ensuring all reporting is accurate and follow up action takes place.
  - Lead on all Player and Parent Inductions into the football club Foundation Phase players.
  - Regular and accurate input to PGAAC CASA system to demonstrate full compliance.
- Lead on the content, co-ordination and delivery of season-long team coaching and Individual Learning Plans programme for all Foundation Phase teams/ players.
  - Setting Phase and Age Group Objectives for the programme.
- Implement and co-ordinate an engaging games programme for all Foundation Phase and Pre-Academy age groups.
- Ensuring all players in the Phase experience varied match formats including regular format, futsal and smaller-sided formats eg 3v3.
  - Co-ordinate and sign off on all 12-weekly and Half Season Player Feedback reviews.
  - Ensure Kitman Labs is up to date and accurate across all Foundation Phase age groups.
- Co-ordinating matchday events with Lead YDP coach inc. travel arrangements, pitch bookings and coach availability.
- Co-ordinating weekly training and match schedule from U7-U11 including training programme overview, coach availability, Spond messaging, squad organisation and liaising with the Lead Academy Physio.
  - Supporting a Foundation Phase Age Group with coaching and observations on a planned rota.
- Support Youth Development Phase coaching as and when required on a Tuesday or Thursday evening.
  - Conduct meetings with players and parents when required.
- Support in the coaching, observation and assessment of the Under 8 Development Centre players.
  - Lead on the recruitment and transition of Under 8 to Under 9s within the academy.
- Any other duties as required by the football club within reasonable demands of this role.
  - This role is full time (35 hours per week).
- Salary range is up to £28,000 per annum, depending on skills and experience.

## QUALIFICATIONS

- UEFA B Licence

- Advanced Youth Award

- EFAiF

Closing date is Wednesday 11 February 2026.

Please submit the application via iRecruit.

Please note, we reserve the right to close applications earlier if a suitable candidate is found.

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# SAFEGUARDING STATEMENT

The club has a top-level commitment to safeguarding which promotes practice and behaviours that value children and adults at risk, creates a culture of accountability and drives continual improvement.

We are committed to safeguarding and promoting the welfare of young players and staff. We expect all staff, volunteers, parents/carers, young players, any partner agencies or any commissioned service providers to share this commitment.

This role may involve working with under-18s and as such is subject to Enhanced Criminal Records Bureau (CRB) checks. Clearance through the FACRB system is required before any employee may commence employment. As such this post is exempt from the Rehabilitation of Offenders Act (1974) and the postholder applicant must disclose all previous convictions including spent convictions.

The Club follows a safer recruitment processs.



The club is committed to applying its Equality Policy at all stages of recruitment and selection, and adverts will contain an equal opportunities statement.

Shortlisting, interviewing and selection will always be carried out without regard to age, disability, gender, gender reassignment, marital / civil partnership status, pregnancy / being on maternity leave, race, religion/belief, sexual orientation, or any other legally protected characteristic.

Any candidate with a disability will not be excluded unless the candidate is unable to perform a duty that is intrinsic to the role, having taken into account reasonable adjustments. Reasonable adjustments to the selection process will be made to ensure that no applicant is disadvantaged because of his/her disability.



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