



ENGLAND ATHLETICS

## **Club and Coach Support Officers** **2 full time and 1 part time (17.5hours/week)**

### Job Description

#### **Job purpose**

To work as part of a team to provide high quality and direct support to clubs and coaches in the local setting. To effectively implement coach and club improvement plans in their designated area (generally three counties). To forge and manage key relationships with regional council portfolio holders, local volunteers, County Sports Partnerships and Athletics Networks.

#### **Key interface**

Members of England Athletics national team, UKA development teams & World class programme staff, Athletics Networks, Regional council members and portfolio holders, Licensed coaches, Licensed Technical Officials, Athletics Clubs, County Associations, Local authorities, County Sport Partnerships, School Sports Partnerships, Regional Sport England staff, other sponsors and agencies.

#### **Job based at**

North, Midlands/SW or South area.

Flexible based position but likely to be in the North East, East Midlands (p/t with potential for 6 month full time maternity cover) and Eastern Regions respectively).

#### **Budget responsibility**

Delegated coach support budget. Sum to be confirmed..

### **Principal duties and responsibilities**

#### **Main duties and responsibilities/accountabilities**

##### **Key tasks**

- ◆ To identify and work with volunteer and professional coaches to support their development.
- ◆ To be accountable for the delivery of support to coaches in terms of Strength and Conditioning, Psycho-behavioural skills, Fundamental Movement skills and Lifestyle.
- ◆ To coordinate mentoring relationships and development work between relevant event specific coach mentors and individual coaches.
- ◆ To effectively manage small budget to initiate and support group and individual coach and mentor activity, as well as providing specific opportunities as tailored for each coach.
- ◆ To lead the development of Athletics Networks, to provide guidance, ideas and practical support, particularly around induction programmes, welfare, policies, procedures, coaching structure and to ensure compliance with funding agreements.
- ◆ To support other affiliated clubs working outside the formal Network programme with advice, guidance and support in completing funding applications to the area general funding scheme
- ◆ To manage relationships with County Athletics Associations, Schools, competition managers and CSPs to benefit coaches and clubs
- ◆ To support the delivery of local events, workshops and seminar programmes.

## Other tasks

- ◆ To manage the local Flying Coach programme
- ◆ To lead implementation of clubmark within their local area
- ◆ To lead the formation of relationships with key facility providers to benefit coaches and athletes working beneath WCP level – i.e. HIPACs, EIS, HE/FE sector
- ◆ To work alongside existing Talent Development structure to improve development opportunities for athletes beneath WCP level
- ◆ To lead the awards process within a national framework and to commission an appropriate process to deliver these events

## Health and safety, customer care and equal opportunity statement

All staff are expected to maintain high standards of customer care in the context of England Athletics, to uphold the Equality and Diversity Policy and health and safety standards and to participate in training activities necessary to their post.

## Other duties

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer; the responsibility level of any other duties should not exceed those outlined above.

## Post title, grades and number of any staff supervised by the post holder

Indirect reports: Athletics Networks staff, National Coach Mentors

This is not meant to be a definitive list of posts supervised by the postholder, and there may be a requirement, in the future, to manage or supervise additional staff according to the needs of the business.

## Post holder's immediate supervisor

Team Leader

## Person specification

A = Application T = Test I = Interview

AREAS OF RESPONSIBILITY	REQUIREMENTS	MEASUREMENT		
		A	T	I
Qualification	It is desirable to have a Degree Level Qualification such as Sports Development or other relevant subject Evidence of continuing Professional Development Full Driving Licence			
Experience	CLUB Detailed knowledge and experience of voluntary sports club sector is essential. Experience of working in partnership with organisations in the public, private and/or voluntary sector is essential Evidence of working with groups, people, projects etc. involving meetings, planning, presentation/Speaking skills, finance, organising, etc. is essential Proven project management skills and abilities is essential Knowledge and experience in relation to social inclusion and/or community development, preferably in a local government environment is essential			

AREAS OF RESPONSIBILITY	REQUIREMENTS	MEASUREMENT		
		A	T	I
<b>Customer Care</b>	<p>Able to demonstrate skills to improve services and performance</p> <p>Strong evidence of commitment to consultation and involvement of all stakeholders</p> <p>Ability to negotiate at a all levels</p> <p>Knowledge of quantitative and qualitative techniques to measure customer satisfaction</p> <p>Ability of managing customer complaints process to the highest standard</p>			
<b>Strategic and Operational issues</b>	<p>Able to think strategically and make clear decisions on complex issues</p> <p>Proven track record of developing strategies that meet the Service Delivery Plan and organisational objectives</p>			
<b>Financial planning and control</b>	<p>Experience of successful management and preparing of budgets</p> <p>Knowledge and understanding of Financial Regulations and controls</p>			
<b>Project and Programme Management</b>	<p>Evidence of managing projects using standard methodology to track and deliver results</p> <p>Knowledge and practical experience of using IT as analytical and management tools</p>			
<b>General</b>	<p>Evidence of a successful track record in leading and motivating diverse teams</p> <p>Established experience of performance management</p> <p>Strong, confident and evident commitment to achieving objectives</p> <p>Awareness of all relevant Health and Safety Legislation</p> <p>Experience of change management desirable</p> <p>Computer literate</p> <p>Experience of co-ordinating and working within multi-disciplinary team</p>			
<b>Communication</b>	<p>Ability to present complex written and verbal information in a clear and concise manner</p> <p>Strong presentational skills and ability to promote the organisation with a wide range of individuals and external contacts using a variety of methods</p> <p>A considered and confident approach, with proven ability to motivate and lead colleagues</p> <p>Good interpersonal skills</p> <p>A concern for the professional development of staff and the promotion of good working relationships</p>			

AREAS OF RESPONSIBILITY	REQUIREMENTS	MEASUREMENT		
		A	T	I
<b>Job Circumstances</b>	<p>Willingness to work outside of normal office hours when required</p> <p>Ability to work without direct supervision and evidence of good organisational and time management skills; decision making and communication skills</p>			
<b>Equality and Diversity</b>	<p>Evidence of a strong commitment to equality of opportunity policies and practices</p> <p>Evidence of achievement in delivering equal opportunity policies and practices</p>			

**Closing date 14th January 2009 (interviews from w/c 19th January)**