

## **COACHING OFFICER**

### **JOB DESCRIPTION**

<b><u>Hours</u></b>	Full Time
<b><u>Responsible to:</u></b>	Mgt group – Welsh Sports Association, Sports Council for Wales, Welsh National Governing Body, sports coach UK
<b><u>Responsible for:</u></b>	Supporting identified Welsh National Governing Bodies (NGBs) in the development of coaching and coach education
<b><u>Salary :</u></b>	£31,000 - £34,000 (depending on experience)
<b><u>Place of work:</u></b>	Office at the Welsh Institute of Sport, Cardiff but extensive travel throughout Wales will be required

### **Main Duties:**

- To lead (in conjunction with the identified Welsh NGBs) the development of a comprehensive coaching plan that forms part of the NGB's strategic plan.
- To develop an infrastructure for the delivery of a coaching plan and drive the implementation
- To raise the profile of coaching within the identified NGBs
- To ensure there is an infrastructure within the sport that allows coaching to be delivered and is sustainable e.g. regional coaching committees
- To support Welsh NGBs in working with the UK coaching framework groups, by translating the UK Coaching Framework into Wales
- Support the identified NGBs to increase the number of active coaches
- To develop an infrastructure within the NGB that so that coaches can access coach education and development (e.g. course calendar, workforce training etc)
- To develop an infrastructure within the NGB so coaches are appropriately recruited and deployed
- To lead in the development of a system (in conjunction with the identified Welsh NGBs) to ensure that coaches are looked after and valued.
- To communicate effectively with all key stakeholders within each of the NGBs to ensure that members at all levels are regularly informed of coaching developments

- To establish & create links between the various governing body functions and the wider sports development organisations
- To manage budgets relating to the Coach Education Co-ordinator role.
- To provide progress reports against targets to the management group
- To ensure that coaching plans are alignment with UK Developments'
- To ensure that tasks undertaken give due consideration to all aspects of inclusion

*The above list is not exhaustive. As the post evolves, additional responsibilities commensurate with the grade of the post may be identified.*

### **PERSON SPECIFICATION**

- Have completed a Degree or equivalent in a sports related area
- Relevant experience in sports development/coaching
- Knowledge and Understanding of coaching within Wales and the UK
- Ability to drive forward a project whilst gaining ownership and buy in from other partners
- Ability to meet deadlines and work on own initiative
- Ability to work with the professional and voluntary sector
- Outstanding communication / interpersonal skills with people at all levels, including the ability to use tact, diplomacy and persuasiveness
- Excellent planning and organisational skills
- A commitment to helping people/ organisations develop themselves
- Excellent IT and admin skills
- Highly motivated and enthusiastic
- A full driving license
- Ability to speak Welsh is desirable, though not essential
- Ability to work some out of normal office hours, including evenings and weekends