



Coach Education Manager

Status:	Full Time Permanent
Remuneration:	£28,000-32,000 dependent upon experience
Department:	Coaching & Performance
Responsible to:	Head of Coaching & Performance
Direct Reports:	Qualification Development Officer
Location:	Head Office, Milton Keynes

The English Table Tennis Association is the National Governing Body for table tennis in England. The ETTA has recently undertaken a complete review of its strategic direction including a significant restructure and governance review to align the organisation with new targets through to March 2017 and beyond. This will coincide with a re-branding exercise and a relocation of the Head Office function to Milton Keynes in March 2014. All these factors will signal a major change in the growth and development of Table Tennis in the years ahead.

JOB SUMMARY:

Coaching and Coach Development are pivotal roles within the ETTA strategy to increase participation and improve opportunities for and the ability of talented athletes. The job role will lead the ETTA's coach development team to achieve the sports targets in this area, whilst also being responsible for the implementation of recommendations from the UK Coaching Framework, building a robust and effective coaching system for table tennis.

KEY RESPONSIBILITIES:

- Develop and successfully deliver the coaching strategy and resultant operational plans for table tennis that is linked to the ETTA Whole Sport Plan, and identifies key targets related to coaching and coach development.
- Be responsible for the implementation of recommendations from the UK Coaching Framework and Sports Coach UK or industry best practice.
- Management and development of the ETTA Coach Licence scheme, including: member benefits and resources, and the evolution of a coaches association.
- Development of an educator delivery workforce licence to provide effective quality assurance and management of education programmes.
- Responsibility for the table tennis County Sport Partnership (CSP) coaching engagement framework in partnership with the area teams and the English Coaching Network.
- Building/managing effective relationships with key external partners, including Sports Coach UK, Street Games, Greenhouse Charity and Skills Active.
- Managing the table tennis Advanced Apprenticeship in Sporting Excellence (AASE) programme, including: the relationship with the FE partner college, recruitment, sport specific elements of the programme and financial requirements.
- Coordination of the UKCC Level 3 course programme. Including but not restricted to liaison with all 1st4Sport, all course staff and venue, and administration of all candidate information.
- Management of the UKCC Level 4/Post-Graduate Diploma programme in partnership with the University of Central Lancashire (UCLan) and Pentagon Sports, including: recruitment, sport specific CPD relating to course content, financial management and periodic attendance at delivery weekends.
- Development and management of a robust and effective CPD programme for coaches from grass roots to high performance sport.
- Identify, develop and support CPD opportunities for coach educators, including mentoring.
- Implement a number of 'coaching clubs' targeting Talent and High Performance coaches in England in partnership with the ETTA National Performance Coaches.
- Be responsible for the direction and development of table tennis coaching leadership programmes, including working with external partners and appropriate resources.
- Support and work with the National Source Group for UKCC qualifications for table tennis.
- Collating data/generating reports in relation to activities and revenues/expenditure.

Application Deadline: 12pm on 7th February 2014

Interview Date: 14th February 2014



PERSON SPECIFICATION/KEY SKILLS

Qualifications

- Educated to degree level, in either sport management, sport science or related discipline.
- An additional Post-Graduate qualification in a relevant field is desirable.
- Tutor/Assessor qualifications are desirable.

Previous Experience

- Knowledge and understanding of the UK Coaching Framework, coach education and UKCC qualifications.
- Experience of implementation of coach development interventions.
- Knowledge and understanding of athlete development principles.
- Have an in-depth understanding of coaching methodologies.
- Experience of working with qualification and training programmes in sport.
- Knowledge and understanding of mentoring, training needs analysis processes and developing generic or bespoke CPD programmes for coaches.
- Proven track record mentoring or developing coaches to achieve their full potential, creating and leading successful bespoke coach mentoring or development programmes.
- Experience of working with and developing coach educators.
- Demonstrated track record in developing consistent frameworks for coach performance plans.
- Experience of successful collaborative work in a multi-disciplinary team (coaching, sports science, psychology, sports medicine, performance lifestyle).
- Experience of communicating to and supporting a wide audience.
- Strong project management skills, with the ability to work to project plans and meeting deadlines.
- Strong knowledge and understanding of technology, including: Microsoft Office and web based technologies. Experience of CRM databases is desirable.
- An interest in and knowledge of the structure of table tennis in England is desirable, including an understanding of the stakeholders and funding mechanisms.

Personal Attributes

- Actively seeks new ideas, innovations and best practice. Adopts creative approaches to challenge assumptions and to provide performance solutions, is comfortable acting as a positive 'change agent' and acts decisively.
- Strong desire to excel at whatever task is at hand.
- Establishes good interpersonal relationships with insight; makes people feel valued, appreciated and included.
- Provides positively challenging and inspiring environments to stimulate coaching debate and discussion.
- Actively seeks new areas of learning.
- Excellent communication skills both written and verbal.
- Strong influencing skills and a solution focused approach to working cross departmentally with other colleagues.
- A committed and loyal individual, prepared to work the necessary hours and occasionally at weekends.

The ETTA is an equal opportunities employer. A copy of the policy can be found on the ETTA website

January 2014