



Coaching & Performance Administrator

Status:	Full Time Permanent
Remuneration:	£17,000-20,000 dependent upon experience
Department:	Coaching & Performance
Responsible to:	Head of Coaching & Performance
Direct Reports:	None
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:

The Coaching & Performance Administrator role is pivotal in the organisation, administration and management of the ETTA qualifications, coaching and performance programmes. The job holder will provide administrative support to coaching & performance staff with regards to all coach education programmes, international squads and manage coaching resources.

The ETTA Head Office will open in Milton Keynes on the 17th March. If possible it is hoped that the successful candidate would be able to work at the current Hastings office from early March. If this was possible all expenses in respect of accommodation, food and travel would be paid (in accordance with ETTA policies).

KEY RESPONSIBILITIES:

- Coordinate the development and registration of the UKCC qualification programme (Level 1-3) for table tennis in partnership with the area teams (in particular the Coach Development Officer) to include: sourcing dates, venues, accommodation, tutors, resources etc. in line with programme requirements.
- Processing applications and payments for modules/courses/examinations/resits.
- Tracking and reporting learner progress, including monitoring courses through to award, issuing certificates and maintaining accurate CRM records.
- Coordinate the ETTA leadership course programme in partnership with the area teams, including: liaising with delivery staff, external partners and venues, collating learner and tutor resources, maintain customer records and issuing certificates.
- Assessing the viability of courses prior to delivery and cancelling/re-scheduling if appropriate.
- Provide support to delivery staff where appropriate.
- Coordinate the ETTA Coach Licence scheme, processing applications and providing customer support.
- Management and administration of ETTA coaching resources, including: Butterfly Skills, coach insurance, and online resources.
- Handling coach education enquiries and promoting courses and opportunities, utilising social media and other media.
- Provide administration support to the National coaching team, including tournament entries (both England selections and self-funded), travel arrangements, payments and venue bookings.
- Manage website content relevant to the role.

Application Deadline: 12pm on 31st January 2014

Interview Date: 4th February 2014



PERSON SPECIFICATION/KEY SKILLS

- Minimum 4 years experience in a similar role.
- Experience of working with qualifications and education programmes, knowledge of coach education and UKCC endorsed qualifications is desirable.
- Good knowledge and understanding of technology, including: Microsoft Office and web based technologies. Experience of CRM databases is desirable.
- Good project management skills, with the ability to work to project plans and meeting deadlines.
- Ability to manage a heavy work programme and work to set priorities.
- Experience of communicating to and supporting a wide audience, with excellent communication skills both written and verbal diplomacy.
- Be self motivated.
- Have a positive attitude to equal opportunities.
- Able to be flexible in approach and work as a member of a team.
- Willingness to work occasional unsociable hours
- Non smoker 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

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

January 2014