

Task Descriptions



Title: Coaching Courses and Training Manager

Issue date: 09 December 2016 v.1.1 ISSUE

Role purpose:

- Lead and coordinate the programme for delivery of formal Touch coaching courses, from grass-roots to the elite level
- Lead on the assuring certification and standards of delivery for formal training courses
- Lead and coordinate the creation and dissemination of Touch coaching resources, from grass-roots to the elite level coaches in England

Experience: experience in coordinating and scheduling annual programme of formal training courses. It would be a conditional requirement of appointment that the successful candidate would coach at a regional level in their first year of appointment.

Qualifications: minimum Intermediate Coaching Certificate and Level 1 Referee qualification is essential. Higher level coaching and referee qualifications would be desirable. It would be a conditional requirement of appointment that the successful candidate would attain their Advanced Coaching Certificate within one year of being in the role.

Hours required: 10 or more hours per week.

Key dates:

- Coaching Course programme Date: [see online](#)

Other domestic events in the online Google calendar: <http://www.EnglandTouch.org.uk/events/>

Reporting lines: Reports to Head of Development Pathways.

Locations: Work from home, at clubs within England, at tournaments and events.

Contract type: one-year term. Re-appointed yearly at the AGM (2017).

Remuneration: Voluntary role, expenses paid where applicable.

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Skills and Qualities:

Person specification	E	D
Highly efficient and very organised	X	
Well-developed interpersonal, verbal and written communication skills	X	
Self-motivated and able to work independently and as part of a team	X	
Ability to successfully engage and manage diverse stakeholder groups	X	
Ability to evaluate and improve policies/procedures with a problem solving approach	X	
A team-player committed to achieving planned outcomes	X	
Able to delegate	X	
Proven experience working with volunteers in non-profit sector		X

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Scope of job/key elements:

Main duties and Job Accountabilities	Measures and input required
Coordinate programme of formal coaching courses	<ul style="list-style-type: none"> • Be the point of contact for all coaching course enquires • Ensure systems and collateral are in place for successful delivery of coaching courses • Maintain a register of certified course presenters • Maintain a register of awarded certifications • Coordinate schedule for delivery of courses, allocating resources/presenters where necessary and booking/confirming facilities
Administrative duties	<ul style="list-style-type: none"> • Attend to all incoming correspondence relating to the position by written reply where necessary • Be conversant with the rules, procedures and constitution of FIT and England Touch • Attend professional courses, workshops and or meetings which will add to the development of the skills of the position
Lead on the assuring certification and standards of delivery for formal training courses	<ul style="list-style-type: none"> • Ensure coaching course progression is aligned and developed international best practice • Administer a certified coaches database/log • Administer an approved coaching course presenter database/log
Maintain key relationships	<ul style="list-style-type: none"> • Work with the CEO of England Touch and the rest of the Executive Committee • Work directly with the HP Director and Head of Development Pathways • Liaise with Referee course co-ordinators • Work with EFT and FIT, in particular coaching commission chairs
Create and disseminate coaching resources	<ul style="list-style-type: none"> • Work with the HP Director and with the national coaches to develop coaching resources that are appropriate and relevant to all levels of the game • Maintain a database of all video resources across England touch and control access to requests for these • Develop written and video resources appropriate to community, intermediate (DTS/CTS/NTS) level, advanced (regional) level and performance/elite (international) level players that are progressions to the coaching and player development pathway