

JOB DESCRIPTION

TITLE: Head Coach

RESPONSIBLE TO: General Manager

GRADE: SB

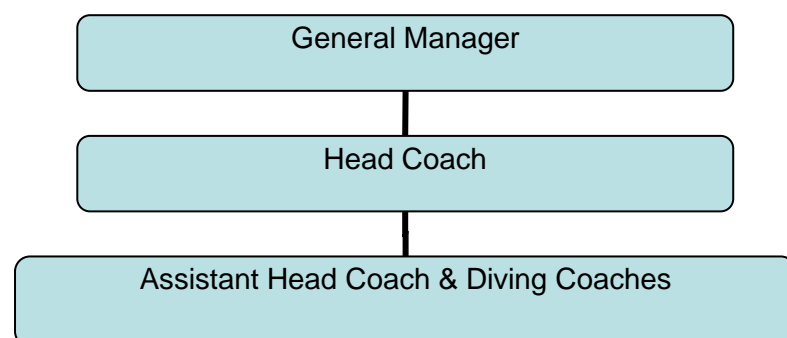
STARTING SALARY: £33,405 per annum

SALARY BAND: £33,405 - £35,390

PURPOSE OF POST:

Design, manage, organise, develop and deliver a comprehensive coaching programme for the Diving Development Centre including: Learn to Dive, Dry Dive Programmes, Squad Development, Coach Education & Development and Talent Identification Programmes and initiatives that support both local and national development and talent programmes. Develop a volunteer, coach and Long Term Athlete Development (LTAD) support network and Continuing Professional Development (CPD) in line with Local and National Structures. Work with the General Manager and other facility operational staff to develop other aquatic and land based activity.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:

1. Take responsibility for developing, planning, managing, implementing and monitoring all Diving based activities within Active Luton linking with local and national schemes. Develop links with schools and community based clubs to deliver grass roots activity creating clear physical activity participation pathways from pre-school through to adulthood and with other diving clubs to deliver Talent Identification (TID). 40%
2. Deliver as required an inclusive range of high quality coaching sessions within Squad Diving, Learn to Dive and land based activities. 30%

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| 3. | Manage a team of coaches and volunteers and co-ordinate a comprehensive Coach and volunteer education and mentoring programme, both locally and regionally; including CPD of self and others, Sports Coach (UKCC), Amateur Swimming Association (ASA) (Swim England) and related Dry Dive and land conditioning courses. Develop links to support the sharing of technical and coaching knowledge, expertise and best practice within the club and regionally. | 10% |
| 4. | Ensure Luton Diving's development and performance programmes are in line with National Governing Bodies (NGB's) and England Talent TID programmes. Participate in working parties/steering groups, producing and presenting reports to management teams, NGBs and other forums as required. | 5% |
| 5. | Review performance of the Learn to Dive, Dry Dive and Performance programmes within the delegated budget, monitoring income and expenditure to ensure financial viability of the programmes. | 5% |
| 6. | Complete funding applications as required to assist with the development of Diving within Luton and develop the programme from a Diving Development Centre (DDC) to a Talent Development Centre (TDC). | 5% |
| 7. | Development of new products and services related to diving and related activities. | 5% |

DIMENSIONS:

Supervisory Management:

Assistant Head Coach and Diving coaches.

Financial Resources:

Monitor income and expenditure within a budget of up to £130,000 ensuring the financial viability of all diving activity.

Physical Resources:

Effective management of the diving pit and dry dive facilities and resources.

Other: - None

CONTEXT:

The post of Head Coach supports the development of diving within Luton and the wider community via Diving Development Centre commitments, Learn to Dive, Start Diving and Talent Identification.

This post will develop the Dive Club at Luton's Inspire: Luton Sports Village, as well as developing links with a wide range of people and organisations in support of the identification of talent and support processes and programmes. The post holder will have to create links and partnerships with Local, Regional and National organisations including UKCC, ASA (Swim England), Sport England, schools and local clubs to secure support for, and increase the profile of Diving as well as the identification and development of talent.

You will be expected to attend competitions outside of normal working hours and by the nature of the work undertaken some out of office hours working will be required.

Physical Effort:

In addition to the effort experienced during a normal days coaching, the post holder will be required to move equipment which may be bulky and heavy.

Working Environment:

The post holder will, at times, be coaching and/or observing coaching on poolside which is normally very warm. They may also be working at height when teaching or coaching from the diving platforms.

Disclosure & Barring Service (redirected from Criminal Records Bureau)

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Person Specification: Head Coach

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	In depth experience of diving development at a senior level.	1, 2	Previous lead coach experience, for example as a head coach, within a club environment.	1, 2
	In depth experience of being a responsible coach within a club environment, for example as an assistant head coach.	1, 2	Experience of coaching Divers at a National level.	1, 2
	In depth experience of developing a partnership approach with other clubs, organisations and the NGB.	1, 2	Some experience of marketing and promotion of services.	1, 2
	In depth experience in Learn to Dive, Club and Coach Development including knowledge of Swim 21 and TID.	1, 2		
	Experience of coaching divers at a competitive level.	1, 2		
Skills/Abilities	Able to work in conjunction with other team members and partners.	1, 2	Able to use spreadsheet packages.	1, 2
	Able to analyse, monitor, evaluate and manage performance and assess results.	1, 2		
	Able to plan, manage and organise diverse workloads to meet conflicting deadlines, demands and targets.	1, 2		
	Able to write, coordinate and present diving development plans.	1, 2		
	Able to manage the relationship between clubs, coaches, divers, parents/guardians, committees, the NGB and local authority.	1, 2		
	Able to undertake research, assess and present findings of a complex nature in written or verbal formats.	1, 2		
	Able to consult/negotiate with others inside and outside the organisation to	1, 2		

	create sustainable partnerships. Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English.	1, 2		
Equality Issues	Knowledge and understanding of equality and safeguarding issues. Able to lead and integrate equality and safeguarding policies into a diving development and coaching programme.	1, 2 1, 2		
Specialist Knowledge	Demonstrable knowledge of Health and Safety regulations in relation to Diving and Dry Dive related operations. Demonstrable knowledge of British Diving LTAD, Swim 21 and England Talent Pathway for Diving.	1, 2 1, 2	Good understanding of current diving and related participation in terms of race/gender/disability/ age and income.	1, 2
Education and Training	Dive Coach Certificate Level 2. Able to demonstrate continuing professional development in diving development, coaching and sports development. National Rescue Award for Swimming Teachers & Coaches (NRASTC) or be able to obtain within 1 month. Emergency/First Aid Qualification or be able to obtain within 3 months.	1, 2, 4 1, 2, 4 1, 2, 4 1, 2, 4	National Pool Lifeguard Qualification (NPLQ) or equivalent. Dive Coach Certificate Level 3. Land Training Qualification. Gymnastics or Trampoline qualification.	1, 2, 4 1, 2, 4 1, 2, 4 1, 2, 4
Other Requirements	Ability to attend sites and other locations throughout the Borough and attend galas, competitions, conferences, seminars at a County, regional and national level (as required). Ability to work out of normal hours (regular – part of normal working).	1, 2 1, 2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Active Luton's policies are reflected in all aspects of his/her work, in particular those relating to:

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018) and General Data Protection Regulation (2018)