

F/T South West Region Disability, Club Support & Coaching Officer

Linked to St Austell and Falmouth Docks Table Tennis Clubs

2 year Fixed Term Contract (contract and extension subject to funding & performance)

Salary: £19,500

Are you looking for a new challenge working for a National Governing body of Sport?

Have you got the enthusiasm, commitment and dedication to increase participation in Table Tennis in a variety of settings?

If you have a background / experience of coaching, are dynamic and enthusiastic and inspired to drive up participation in sport we would like to hear from you! In this role the successful candidate will:

- Focus on the delivery of Table Tennis playing and volunteering opportunities in schools, clubs and other settings
- Implement aspects of the ETTA Whole Sport Plan and Playground to Podium (disability) programme in the region
- Develop and expand the volunteer infrastructure within St Austell and Falmouth Docks Table Tennis club
- Be flexible with working patterns

Application details

Job description, person specification and application form are available from www.etta.co.uk and for an Informal discussion about the post contact:

Chris Brown (South West Regional Development Manager) tel: 07717822617, or email chris.brown@etta.co.uk

Closing date: Fri 29th Jan 2010

Interviews (provisional date): February 2010

The English Table Tennis Association are an equal opportunities employer committed to building a diverse workforce, and as such welcomes applications from any suitably qualified individual.

Job title:	ETTA South West (South) Region Disability, Club Support & Coaching Officer
Job summary:	<p>Working in partnership, increase participation and membership of able bodied and disabled players in table tennis and develop volunteers in line with the ETTA Whole Sport Plan 2009/13, and the Playground to Podium programme.</p> <p>Main work areas and approximate time allocation per week:</p> <ul style="list-style-type: none"> • Disability development (12 hours) • Coaching - club & schools (12) • Club support (5) • Travel/admin/planning/reporting (6)
Responsible to:	ETTA Regional Development Manager (line manager) & Regional Coach (training/CPD). National Network Manager.
Reports to:	Management support group made up of ETTA RDM, club representatives, and partner funders.
Employed by:	English Table Tennis Association (ETTA)
Employment status:	Full time 2 year fixed term contract (with a view to extension subject to funding and satisfactory performance).
Hours:	35 hours per week
Office base:	Penryn College
Salary:	£19,500 p.a.
Operational budget:	To include business mileage, IT, subsistence and training
Performance measurement:	Measured through progress against set objectives and targets as part of a written work programme at management support group meetings and monthly/quarterly reports.
Areas of responsibility:	
Disability development	<p>Lead the implementation of the key performance indicators of the ETTA Playground to Podium programme in Devon, Cornwall, and Somerset.</p> <ol style="list-style-type: none"> 1. increase the number of young disabled people playing club table tennis, entering competitions and attending regional training 2. increase the number of Premier Club 'Ability' Clubs 3. establish a Regional Performance Centre for disabled players <p>Main work areas:</p> <ul style="list-style-type: none"> • Playground to Podium County Athlete Assessment Days (CAAD) coaching and organising or equivalent • First point of contact for CAADC organisers • Coaching ('front line') in schools and the table tennis club <p>Club development specifically aimed at achieving more Premier Club Ability clubs</p>
Volunteer development & support	<p>Take a lead role in volunteer development and support (recruit, recognise and reward) to build and expand a team of volunteers to enable the club to grow and strengthen.</p> <p>Organise and/or tutor Table Tennis leadership and volunteer award courses</p>
Coaching	<p>Organise and deliver coaching sessions in schools/colleges establishments, workplace environments, community and commercial settings and in the club.</p> <p>Tutor ETTA coach education courses</p>
Club development	<p>In support of the club Chairman, manage the implementation of the club action plan ensuring that PremierClub and CLUBMARK accreditation are maintained.</p> <p>Fundraising – develop a strategy for club income generation</p> <p>Facility development – as appropriate</p>
Partnerships	Develop and work with appropriate partners eg. County Sports Partnerships, School Sport Partnerships, local disability organisations
Training	Attend ETTA training and staff meetings as required.
Monitoring & evaluation	Report against a written work programme and produce project statistics, case studies etc.

The following criteria will be taken into consideration for interview selection purposes:	Essential	Desirable	How assessed
QUALIFICATIONS			
GCSE/'O' Level (or equivalent) in English language and mathematics and evidence of good written and spoken English, including grammar, punctuation and spelling	✓		documentary evidence
Qualified ETTA Level 2 licensed coach or (UKCC) equivalent	✓		documentary evidence
ETTA Table Tennis Development Officer		✓	documentary evidence
European Computer Drivers Licence or equivalent competency use of Microsoft Office	✓		documentary evidence
Have or be willing to gain child protection, coaching disabled tt players, and sports equity training.	✓		documentary evidence
EXPERIENCE/KNOWLEDGE			
Recognised involvement in Table Tennis as a player or coach		✓	application form
Experience of working as or <i>with</i> a volunteer in a table tennis club	✓		application form/interview
Experience of coaching Table Tennis ideally in a range of environments including schools/clubs/community settings	✓		application form/interview
Experience of working with disabled table tennis participants		✓	application form/interview
Practical experience of initiating and implementing club development including action planning		✓	application form/interview
Knowledge of ETTA programmes (PremierClub & CLUBMARK, and Playground to Podium)	✓		Interview
An appreciation of the opportunities and challenges facing the development of a strong club structure in England	✓		Interview
PERSONAL QUALITIES			
Relate well to and be a good motivator of young people and adults	✓		application form/interview
Strong communication, interpersonal, planning and organisational skills.	✓		application form/interview
Ability to work efficiently, unsupervised and with good time management skills	✓		application form/interview
Have a positive attitude to equal opportunities and an understanding of positive discrimination	✓		interview
OTHER CRITERIA			
Willingness to work flexibly (including significant evenings and weekends) and travel extensively across the region	✓		application form/interview
Possess a valid driving licence and have own transport	✓		documentary evidence
Willingness and ability to take on training to fulfil the post as required	✓		application form/interview
To be flexible in order to fulfil the duties and to achieve outcomes	✓		interview