

Position	Head Coach
Location	Flitwick & Bedford, Bedfordshire
Closing Date	5th December 2009
Salary	A competitive salary will be offered (dependent on hours/qualifications/experience)
Type of contract	Self-employed



Job Description

Due to retirement Flitwick Dolphins is looking to recruit a new part-time Head Coach to enable the club to continue in its development. The successful candidate will need to be suitably qualified, experienced, energetic and highly motivated in order to lead the team of coaches and volunteers. The ideal candidate will possess the following minimum qualifications:

- ASA/UKCC Level 3 Certificate for Coaching Swimming (or Level 2, working towards Level 3)
- Membership of Professional Institute (ISTC or BSTCA)
- Child protection training

Flitwick Dolphins is a quality competitive swimming club in Bedfordshire with approximately 100 members ranging from Junior competitors to Masters, and County to National Standard, including swimmers with a disability. The top swimmers have access to 13.5 hours pool time per week plus land training at pools in both Flitwick and Bedford therefore own transport is essential.

The club is Swim 21 accredited at Skill Development level and provides the opportunity for its members to progress further with the Mid Beds Swim Squad.

How to Apply

Please forward your CV to Mrs Sue Warne (Secretary), 25 Mendip Way, Luton, LU3 3JJ, e-mail: s.warne@sky.com. Selection will be by interview and subsequent poolside observation/assessment. We will conduct interviews after the closing date. This information and further details about Flitwick Dolphins can be found on our website – www.flitwickdolphins.com. If you have any queries prior to application, please contact Sue Warne by e-mail or telephone (01582 507522).

Further Information.

Duties and Responsibilities

To prepare and implement well-structured and progressive coaching programmes ensuring a high quality, enjoyable coaching experience centred on the needs of the participants.

To form links with schools/PE departments.

To assist in identifying talented young people and encouraging further development through various opportunities.

To effectively supervise, mentor and direct support staff, volunteers and apprentices, where appropriate.

To be committed to continuous professional development relevant to the post and personal training needs supporting future career advancement.

To maintain current knowledge of relevant National governing Body programmes, policies and practices. To pass down relevant information to support staff/volunteers etc.

To carry out administrative duties as necessary e.g. maintain accurate attendance registers, collect monies, carry out risk assessments, input of swimmer data from training and competition and assist in the collation of management information.

To submit a monthly coaching report to the committee and attend meetings if requested.

To attend meetings with key partners as and when necessary.

To agree to abide by a code of conduct and carry out duties in accordance with the club's policies, including equal opportunities, child protection, health and safety etc.

To be prepared to regularly carry out work during the evening and weekend periods.

General Statement

The above duties and responsibilities do not include or define all tasks which may be required to be undertaken by the post holder. The duties and responsibilities may vary without changing the general character of the role.

Contacts and Relationships

Sport Governing Bodies, Local government and Councils, Leisure Centre Facility Managers, Local Swimming Forums, Schools, PE Teachers, Learn to Swim Co-ordinators, Swimming Teachers and Coaches, Instructors of other sports, Volunteers, Parents, Swimmers and Young People.

Additional Information

As the post involves working with children and young people, the post holder will be required to undergo an advanced Criminal Records Bureau check, upon which appointment will be dependant.

Knowledge, Skills and Experience

The preferred candidate will hold a minimum of the UKCC Level 3/ASA Club Coach Certificate in swimming (or Level 2 working towards Level 3). Coaching qualifications in other aquatic disciplines will also be an advantage.

The candidate must have a proven track record of 3-5 years teaching/coaching experience and relevant experience in swimming/sports development practices and principles. Detail outlined in Person Specification.

Person Specification

Description	Essential	Desirable
Experience	<p>A minimum of 3-5 years experience of sports coaching; establishing, delivering and co-ordinating coaching programmes for young people.</p> <p>Experience of coaching in a wide range of environments including schools, clubs and community settings.</p> <p>Experience of setting up school/club links.</p> <p>Experience of working with the voluntary and statutory sectors and community groups.</p>	<p>Experience of mentoring, supporting and encouraging coaches and teachers.</p> <p>Experience of supervising and co-ordinating sports coaches and volunteers.</p> <p>Experience of monitoring and evaluation impact of sessions/programmes.</p> <p>Experience of working to performance targets.</p> <p>Experience of working with disabilities.</p>
Qualifications Training Knowledge	<p>Hold a current ASA/UKCC Level 3 Certificate for Coaching Swimming, or Level 2 working towards Level 3</p> <p>Knowledge of relevant governing body programmes, policies and practices.</p> <p>Relevant knowledge and experience of sports development, including club and coach development.</p> <p>Knowledge of LTAD.</p>	<p>Current Level 1 or 2 qualifications in other sports/aquatic disciplines.</p> <p>Relevant Child Protection, Equity and Coaching Disabled Performers training.</p> <p>Valid CRB certification.</p> <p>Qualified to tutor/assess coaches.</p>
Key Skills and Abilities	<p>Ability to develop and implement high quality, varied and creative coaching sessions focusing on a young person-centred approach.</p> <p>Ability to inspire, motivate and encourage young people through sport.</p> <p>Ability to adapt sessions appropriately dependent on the needs of young people.</p> <p>Excellent communication and interpersonal skills, the ability to communicate with people at all levels.</p> <p>Excellent planning and organisational skills.</p>	<p>Good level of ICT literacy with knowledge of word processing, spreadsheet and database packages.</p>
Other Factors	<p>Good understanding of Child Protection, Child Development, Health and Safety and Sports Equity principles, policies and procedures.</p> <p>Commitment to continuous professional development and willingness to undertake training where necessary.</p> <p>Ability to work efficiently on own initiative, under pressure and maintain a high standard of work.</p> <p>Confident with a high degree of motivation.</p> <p>Commitment to equal opportunities.</p> <p>A flexible attitude to working, willing to work evenings and weekends and attend training camps at home or abroad as necessary.</p>	