

F/T East Midlands Region Disability, Club Support & Coaching Officer

Linked to Colin Deaton Table Tennis Club

Contract 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 Colin Deaton 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:

Carolynn Ryan (East Midlands Regional Development Manager) tel: 07980 000439, or e-mail carolynn.ryan@etta.co.uk

Closing date: Monday 4 April 2011 at 12pm

Interviews (provisional date): week commencing Monday 9 May 2011 TBC

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 East Midlands Region Disability, Club Support & Coaching Officer
Job summary:	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. Main work areas and approximate time allocation per week: • Disability development (12 hours) • Coaching - club & schools (12) • Club support (4) • Travel/admin/planning/reporting (7)
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:	Flexible (sports development environment preferred). To be confirmed on appointment.
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	Lead the implementation of the key performance indicators of the ETTA Playground to Podium programme in Derbyshire; Nottinghamshire; Lincolnshire; Leicestershire and Northamptonshire: 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 Main work areas: • 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 Club development specifically aimed at achieving more Premier Club Ability clubs
Volunteer development & support	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. Organise and/or tutor Table Tennis leadership and volunteer award courses
Coaching	Organise and deliver coaching sessions in schools/colleges establishments, workplace environments, community and commercial settings and in the club. Tutor ETTA coach education courses
Club development	In support of the club Chairman, manage the implementation of the club action plan ensuring that PremierClub and CLUBMARK accreditation are maintained. Fundraising – develop a strategy for club income generation Facility development – as appropriate
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