**Ulster Squash – Job Profile**

JOB TITLE  **Club Development & Coaching Officer**

REPORTS TO Director of Development

JOB BASED Northern Ireland

OVERALL PURPOSE Increase the number of players participating in Ulster Squash Programmes and Club competitions

**Background**

Ulster Squash is the governing body for the sport of squash in Northern Ireland. As part of our ongoing strategic development in partnership with SportNI, we wish to appoint a Club Development & Coaching Officer with responsibility to develop squash with clubs and schools, including the continuation of an Ulster Squash Clubmark scheme.

**Key Responsibilities**

**Club and Schools Development**

* To manage and deliver the club development programme (Club-mark) for Ulster Squash and via club-mark to assist clubs manage the link to schools and other groups (e.g. councils, community groups )as a means to increasing the participation levels in Ulster Squash programmes and club competitions
* To develop and implement a Club Accreditation Scheme for Ulster Squash in line with Sport Northern Ireland minimum standards and recommendations.
* To develop , publish and deliver a club development plan which will outline all events and services available via the governing body to assist the growth of associated clubs .To manage the ongoing communication of this plan and to analyse and assess feedback data and progress within clubs and use this to amend/review all elements of the plan.
* Deliver Ulster Squash organised programmes in partnership with identified schools and clubs including Junior Club league, Schools league, Grand Prix events, Taster Days, etc.
* To roll out club-mark and assist/support all clubs achieve the necessary standards

**Club Coach Development**

* To work in conjunction with the Ulster Squash Performance Development Officer and Irish Squash to plan and implement a Coach Development Programme to establish a skilled club coaching network governed by Ulster Squash to meet the needs of clubs and schools:
* To ensure Club Coaches are linked into the Talent Identification Programme for Squash in Ulster and support screening programmes, talent squads, etc;
* To identify the needs of club coaches and to devise/manage training programmes/resources to ensure the continued development of coaches within clubs and maintain coaching database.
* Manage financial budget and ensure there is no over/under spend at year end.

**General**

* Initiate and conduct meetings with key stakeholders, including clubs, schools, SportNI, Ulster Squash Board, etc and communicate outcomes;
* To ensure that the Child Protection policy of Ulster Squash is adhered to in delivery of these programmes;
* Any other duties that may from time to time be reasonably requested;
* To review the development of a volunteer base within clubs, including best practice from other sports and communicate same to clubs/club coaches.

**Personal Profile**

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| Criteria | Essential | Desirable |
| Qualifications/ Attainments | * Level 1 Coaching Qualification in Squash or equivalent | * Level 2 or Level 3 Coaching Qualification in Squash * Sports related degree; |
| Relevant Experience | * Evidence of 2 years full time or part time equivalent experience of working in a club, school or university environment * A knowledge and understanding of Club / Schools development programmes; * An understanding of sports networks within Ireland and the UK as well as the NI education system; * Experience of working with volunteers and key sporting partners; | * Evidence of experience organising schools and club squash competitions; * Evidence of experience in the identification and development of talented sports people; * An understanding of legislation relevant to sports organizations to include child protection, health and safety, data protection, equity etc.; |
| Skills . | * Excellent interpersonal and communication skills; * Excellent administrative, planning and IT skills; competent in use of Microsoft Office or similar; * Understanding of budgets; | Must be able to act on personal initiative; |
| Circumstances | * Capable of working ‘out of hours’ as necessary and be prepared to travel and work throughout Ulster as required; * Access to a form of transport that will permit the post holder to meet the requirements of the post in full; * Be willing to undertake an ACCESS NI check; |  |

**Employment Details and Benefits**

JOB TITLE Club Development Officer

STARTING SALARY c. £ 20,000

JOB BASED Lisburn Racquets Club

TENURE This job will be offered on a fixed term basis to 31st March 2017, and will be subject to continuation of funding by Sport Northern Ireland. A six month probationary period will apply.

PERIOD OF NOTICE 1 month

HOURS OF WORK Normal hours of work are 30 hours per week.   
(Depending on funding, normal hours of work may be increased and the successful candidate would be expected to work these increased hours at pro-rata salary).

COACHING QUALIFICATIONS

Successful candidates will be expected to attain additional squash coaching qualifications as required (Level 2 and Level 3)

This job description is not exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation.