



Essex

Athletics Network



Essex Athletics Coaching Coordinator

Up to 10 hours per month (average across the year). £12 per hour plus expenses

This role will be offered as a contract of service on a self-employed basis.

Working hours are flexible and will require some work at evenings and weekends.

Most events take place during the Autumn & Winter between October & March

Role:

To support Network clubs and coaches by arranging and delivering a network wide programme of coach development, education and event workshops and other activities which increase Coaches' levels of skill, knowledge and confidence in coaching specific events and which complement the England Athletics Local, Regional and National Coaching Development Programmes.

Key Tasks:

1. Act as lead point of contact to clubs and external contacts on all coach education matters within the approved Network Plan.
2. Liaise with the England Athletics Club & Coach Support Officer concerning the Coach Development Programmes and all other relevant coaching-related matters.
3. Plan, arrange & deliver a programme of general coach development workshop sessions on areas such as physical preparation, sports nutrition, sports injuries, sports psychology and coaching theory.
4. Plan, arrange & deliver a programme of event specific coach & athlete workshop days.
5. Liaise with the Education Coordinator at England Athletics and Network club coaching contacts regarding national coach education courses.
6. Liaise with the Active Essex and Network club coaching contacts regarding coaching matters, coaching courses and other related issues such as coaching bursaries.
7. Maintain a contact "database" of coaches in Network clubs and send them regular news updates regarding Network and other coaching activities.
8. Arrange for the payment of all invoices, claims and bursaries relating to Network coaching activities.

Person requirements

You will be a confident and good communicator, with a good knowledge of current coaching courses and preferable an active coach qualified to old Level 2 or new Athletics Coach qualification or equivalent. You will also be an effective & able administrator.

Reporting

You will be accountable to the Essex Athletics Network Management Board for the achievement of the Network Annual Plan and related outcome targets.

This role will be managed and supervised when required by the Network Chairman.

To apply for the position: Please forward a CV with a short supporting letter, setting out why you would like to be considered for this role to:

Karl Cadman, 23 Windsor Way, Rayleigh, Essex, SS6 8PE or by email karlcadman@aol.com

Closing date for applications 8th March 2019.