

JOB DESCRIPTION COACHING DEVELOPMENT CONNECTOR

Job Description: **Coaching Development Connector**

Salary:	\$30 p/hr	Reports to: General Manager Athletics Canterbury
Hours:	16 weeks fixed term contract for an average of 20 hours per week	
Purpose:	<p>This role exists to recruit, enhance, and sustain the supply of suitably developed and vetted athletics coaches to provide excellence in sports delivery, and to progress grow our sport in line with the child safety policies of Athletics New Zealand. The specific focus of this role is to connect with our coaching community to gain an understanding of our current coach talent pool and provide a robust platform to recruit new coaching talent. Furthermore, the creation of an active, consistent, and trusted two-way channel through which to link future coach development module offerings and frameworks to the development needs of our talent pool is a key outcome.</p>	
Key activities and responsibilities:	<p>This role will carry a significant administrative load with the establishment of a client coach data base likely using appropriate CRM (Client Relationship Management) software.</p> <p>Connecting with clubs to gain insight into their current systems and coaches will be required as will interactions with coaches currently outside the club system.</p> <p>The Coach development Connector is expected to provide the support necessary to enable unaccredited coaches to overcome any administrative hurdles encountered on the way to accreditation.</p> <p>In addition, the incumbent is expected to devise and create sustainable channels through which two-way communication between coaches and Athletics Canterbury can occur to link coach development needs with coach development offerings.</p> <p>Most importantly this role is expected to facilitate the creation of an appropriate coach development framework which connects various coach development modules. Leading the Connector in this will be the Coach Development working group so close interaction with this group will be required. An element of coordination may be required with relation to organising coach attendance to pre-designed coach developed modules.</p> <p>Given the evolving nature of the role there may be the requirement to perform duties not listed but congruent with the intent of this role.</p>	
KPI's – this is what is expected at the end of this first phase	<ol style="list-style-type: none"> 1. A current coach database is created 2. All coaches on this list hold or are in the process of attaining accredited or community membership with Athletics NZ 3. An active database of <i>potential</i> community coaches at least as large as the database of <i>current</i> accredited coaches is created. 4. Effective communication channels between coaches and Athletics Canterbury / Coach Development working group are established 5. An appropriate framework (as determined by the working group) to connect the current and future modules on offer for developing Canterbury athletics coaches is created 	

Supporting work (not KPIs)	<ul style="list-style-type: none"> - Support the General Manager's identification of contacts in schools through the development of an appropriate contact list for future communications and promotions.
Stakeholder Relationships:	<ul style="list-style-type: none"> - Coaching facilitators/providers - Subject matter experts - Schools - Clubs - Potential new coaches (transitioning athletes, parents, subject matter experts etc) - Athletics Canterbury coaches - General Manager Athletics Canterbury
Decision Making/ Delegated Authority:	<ul style="list-style-type: none"> - As agreed with Athletics Canterbury General Manager and in line with the criteria set by the Coach Development working group
Equipment and Resources Provided:	<ul style="list-style-type: none"> - Athletics equipment for the facilitation of program delivery - Use of own vehicle as and when required. - Mobile phone - Use of own laptop, access to Athletics Canterbury IT infrastructure
Health & Safety:	<ul style="list-style-type: none"> - Complies with and co-ordinates Health and Safety legislative changes on the advice of Athletics Canterbury. - Reports hazards - Reduces impacts of hazards where it is safe to do so - Maintains hazard register
Location:	Varied - Canterbury regional travel and working from office and home
General:	<ul style="list-style-type: none"> - Contributes to team communication by actively participating in meetings - Prepares and submits reports or documentation as required by the Athletics Canterbury General Manager - Ensures familiarity and compliance with policies and procedures