



Position Description, January 2012

Community Coach Educator

Fixed term contract (6 months)

Background:

Sport Waitakere (SW) was developed to help create and maintain a healthy, physically active community in the Waitakere City. It was registered as a Charitable Trust in 1991 and is now one of 17 Regional Sports Trusts (RSTs). Regional Sports Trusts engage with local communities and respond to their specific sport and physical recreation needs. To this end, Sport Waitakere aims to be the recognised hub for sport and physical recreation information and expertise in Waitakere.

We align with the strategic outcomes of SPARC and as such provide SPARC with a means to reach local communities by offering a regional presence and a distribution network for information and programme delivery.

We currently provide a wide range of services to sport and physical recreation providers via projects, and events targeted at certain community groups and sectors.

Our Vision:

Through our leadership, Waitakere is an increasingly active community and successful sporting region.

Our Purpose:

Lead-Enable-Strengthen. Making a difference through Sport and Recreation.

“Ma te mahi whakapakari tinana,

Ka ora ai te tangata”

Primary role:

The main focus of the role is to develop and deliver a local coaching plan that targets the support and development of coaches at a ‘grass roots’ level. The role will work closely with the Community Sport Team to support the development of an effective and sustainable coaching system within the Waitakere community.

Location:

The position is based at Sport Waitakere in the Trusts Stadium, Central Park Drive, Henderson

Internal Relationships:

Sport Waitakere team, GACU staff, and Regional Sports Trust (RST) Alliance

External Relationships:

Schools (Principal, Sports Co-ordinator, KiwiSport activators), Coaches, Parents, Volunteers, Clubs, Presidents, Club Coordinator, Coaches, Parents, Volunteers, Regional Sports Organisations (RSO) and community groups.

Reports to: Community Coaching Advisor

Direct reports: no direct reports

Key Result Areas:

This position is responsible for the following key result areas and tasks:

Coach Development

- Manage the delivery of the community coach education project that targets recruitment, induction, training, and retaining of coaches and volunteers – in targeted communities.

Data management and systems

- Conduct a needs analysis for target communities and develop related coaching plans that support and develop coaches; including the recruitment, development and retention of coaches.
- Effectively develop systems to record and measure the effectiveness of the delivery of the coaching plan implemented.

Reporting on local plans

- Develop systems to effectively report against the local plan, evaluate progress and identify future challenges.

Key Performance indicators

1. Coach Development

- Manage the delivery of the coach education project that targets recruitment, induction, training, and retaining of coaches and volunteers – in targeted communities.
- Develop and complete a needs analysis for each of the targeted communities from which a coaching plan will be developed.
- Establish a 'Community Coaches Club' that meets monthly.
- Facilitate a programme of local generic workshops for targeted community coaches that align to the NZ Coaching Strategy.
- Facilitate regular mentoring and on the ground support sessions for community coaches.
- Establish a network of trained coach mentors that support coaches in the community and subsequently coordinate a club/school visit programme by the new mentor.
- Increase the profile and recognition of community coaches and volunteers through recognition/rewards programmes.
- Review coaches in practice and provide feedback.
- Distribute coach manuals and resources to schools, clubs and other community coaches with follow up support.
- Support RST coaching advisors with delivery of programmes.

2. Data management and systems

- Support targeted communities to develop coaching and volunteer plans, which include policies for recruiting/inducting/training/retaining coaches.
- Develop a database of key coaching contacts for each community and record these on the iSports portal.
- Manage systems to measure the effectiveness.
- Develop and communicate available resources, tools and best practice templates for community coaches/volunteers.

3. Report on local plans

- To meet monthly with the Sport Waitakere Community Coaching Advisor
- To report regularly to the Community Coaching Advisor for input into Sport Waitakere Board, Council and SPARC reports

General

- Keep abreast of developments in sport and recreation and in specific areas of work
- Be prepared to work flexible hours, including evening and weekend work
- Undertake such other duties and responsibilities commensurate with the nature of the position

Person Specification

Qualifications and experience

- A tertiary or sport specific qualification in Coaching, Sports management or related field
- Experience in community coaching
- Knowledge of the NZ Coaching Strategy
- Understanding of holistic and long term athlete development theory and practice
- Understanding of national/international philosophy on athlete centred coaching
- Understanding of skill acquisition and learning needs
- Experience in training coach educators
- Full current driver's license
- Computer Literate.

Personal Attributes

- Excellent organisational, time management and people skills
- Understanding of, and empathy with, people of different ages and cultures
- Computer literate and systems orientated
- High degree of energy, motivation and dedication
- Excellent public speaking and relationship building skills with proven ability to form successful partnerships.

Values Alignment

Have values that are consistent with the Sport Waitakere philosophy, which are:

- **Leadership**
- **Innovation**
- **Integrity**
- **Teamwork**

Essential Competencies

- Technical knowledge
- Relationship development
- Project development & management
- Effective Communication