

COACHING ADMINISTRATION OFFICER – JOB DESCRIPTION & PERSON SPECIFICATION

1. Job Description

The post of Coaching Administration Officer is an appointed post. The purpose of the post is to maintain the integrity of the Board's Coaching Certificate records across all Member Association together with working closely with the Coaching Development Officer in all other aspects of Coaching administration. The duties and responsibilities include but are not necessarily limited to:

- Attending Executive and General Meetings of the Board when requested to do so
- Abridging and distributing tutors' evaluation sheets
- Analysing Course evaluation results for each tutor (normally once a year)
- Maintaining a Course record log
- Processing Coaching Request Forms
- Arranging the type and location for Courses (dependent upon how many people have requested courses and the area locations requested)
- Being a focal point for Q&A's from Associations and their members
- Arranging the Annual Coaching Seminar
- Updating Coaching Policy documents and Course content material, in response to input from the Coaching Development Officer
- Producing input to the Coaching Development Officer for inclusion in their combined Annual report for the AGM

2. Person Specification

The post holder should, ideally, have a good knowledge of the BAB Coaching Policy and background which encompasses and demonstrates:

- An ability to be both proactive and flexible in response to the execution of the job description
- An ability to work as part of a management team
- An ability to work with a diversity of Aikido Associations, recognising their independence, but seeking to develop their commitment to a corporate approach
- IT literacy, with particular relevance to using spreadsheets and databases
- A knowledge of the art of Aikido