

COACHING DEVELOPMENT OFFICER – JOB DESCRIPTION & PERSON SPECIFICATION

1. Job Description

The post of Coaching Development Officer is an appointed post. The purpose of the post is to provide and maintain a nationally recognised Coaching Qualification and Education Programme together with both external and in-house avenues for training and accreditation for those members seeking to be BAB Coaches and/or Coach Tutors. The duties and responsibilities include but are not necessarily limited to:

- Attending Executive and General Meetings of the Board when requested to do so
- Liaising with and mentoring, as appropriate, Association Coach Tutors
- Working closely with the BAB Coaching Administration Officer on Course Delivery
- Developing a rapport with scUK to facilitate national accreditation for BAB members
- Monitoring BAB & Association Coach Tutors in their delivery of Coaching courses
- Preparing and overseeing the annual BAB Coaching workshop day
- Continuous review and updating, as required, of current Coaching awards
- Producing an Annual report for the AGM (incorporating input from the CAO)

2. Person Specification

The post holder will be qualified to BAB Coach Level 3 and should have a recognized teaching qualification (Cert Ed, B Ed, or similar), with experience in teaching and/or a background working in the educational environment which encompasses and demonstrates:

- Experience of management through committees
- An ability to set up and run teaching programmes at School or College level
- Flexibility to supervise weekend training courses
- 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
- A knowledge of the art of Aikido