

## The Canoe Association of Northern Ireland

### JOB DESCRIPTION

Job Title:	Head Sprint Coach
Responsible to:	Chief Officer
Location:	Belfast Boat Club
Hours:	Minimum of 37.5 hours per week
Salary:	£32,400 per annum
Contract Period:	Fixed term until 31 <sup>st</sup> March 2021, subject to funding from Sport NI.

#### **Job Purpose:**

The Head Sprint Coach will operate within the CANI and British Canoeing Athlete Pathway Framework, leading the development of a high performance Talent Delivery Centre in Belfast to prepare the athletes for national programme selection. The Head Sprint Coach will be required to coach with the fast track sprint programme and provide direction, guidance and support to the CANI sprint programmes across NI and to manage other performance programmes.

#### **Coaching:**

- Designing and delivering a programme of technical coaching and education to athletes (and parents) selected to the CANI programme, comprising of regional events and national events delivered in conjunction with other British Canoeing programmes.
- Deliver day-to-day technical kayak and canoe coaching support to identified paddlers selected to the CANI sprint programme.
- Day-to-day management and technical coaching of the accelerated talent development programme currently based at the Belfast Boat Club and support the delivery of the talent programmes across Northern Ireland.
- Deliver the British Canoeing Curriculum at all levels of the Talent Pathway
- Manage the athletes within the CANI performance programme.
- Design and deliver a holistic programme of training days & camps for CANI athletes to complement their home based training, to develop the key pillars identified within the British Canoeing Athlete Development Curriculum, which includes an athlete education programme, progressive competition, and opportunities for coach development and parental education
- Monitor and review CANI athlete progress on a regular basis using British Canoeing's tracking and benchmarking protocols and systems.

- Mentor and support the development of Club Coaches and deliver a programme of CPD opportunities.
- Support the inclusion of identified Paracanoe athletes into club/ regional activities.
- Attend/ support Regional/National/International events and training (e.g. Regatta/ profiling) as agreed.
- Ensure the effective delivery of club based Talent Identification and Development (TID) and TID/transfer projects including athlete integration into appropriate CANI programmes.

### **Management and Administration**

- Develop an annual plan within the allocated budget and an agreed work programme to deliver the CANI programme outcomes and individually agreed KPI's.
- Contribute to the development of the CANI performance programmes including attending regular team meetings and working groups as deemed necessary by the chief officer.
- Provide advice to the Chief Officer on athlete performance including squad selection.
- Lead and document regular reviews with CANI athletes.
- Support the Chief Officer in the cycle of planning, implementation and review for the CANI Programmes.
- Ensure an up to date register of athletes is maintained, which includes personal details and emergency contact details.
- Manage the sprint squad budget including athlete contributions and proactively seeking additional revenue streams.
- Keep abreast of CANI and British Canoeing policies and procedures including selection policies and ensure these are clearly communicated to athletes, coaches, clubs and parents.
- Respond to requests for information or feedback from the Chief Officer and from members of the British Canoeing performance team.
- Keep British Canoeing Smartabase up to date with athletes performances in training and competition.
- Provide support and assistance to the CANI Chief officer as and when required.
- Maintain regular contact and provide regular progress reports to the British Canoeing sprint talent pathway manager.

### **Miscellaneous**

- Actively engage in continual professional development (CPD) to develop knowledge of talent development and general management/leadership competencies, and to keep abreast of relevant policies, procedures and best practice.
- To undertake other such duties and responsibilities of an equivalent nature as agreed with the Chief Officer from time to time, including, leading on specifically identified national talent projects.
- Support CANI's / British Canoeing's anti-doping education programme, assisting the co-ordination of paddler education resources and requirements/reporting procedures under WADA/ICF/UKAD Sport guidelines.

### **Decision Making**

- The role involves a high degree of autonomy and the post holder needs to be able to prioritise, manage their own time and be able to make decisions in relation to the Talent Programme

### **Developing Solutions**

- Solves problems creatively by, identifying the problem, evaluating the alternatives and finding innovative solutions.

### **Management of resources**

- Management of the equipment assigned to them from CANI.
- Create and maintain educational resources to delivered at training days and camps.

### **Working Relationships**

- Committed to being a team player and willing to embrace an integrated and collaborative approach to Performance development
- Committed to the British Canoeing CORE philosophy.
- Able to establish and maintain effective relationships with athletes, coaches, support staff, parents, clubs, schools and the canoeing community.
- Able to deal with conflict and to confront issues and challenges in a timely and appropriate manner.
- Sets high standards for self and others, is curious, willing to learn and is committed to continually developing themselves and the CANI programme
- Expresses both verbally and written, ideas and information that are appropriate, accurate and concise.
- Good IT skills including the ability to use excel, shared drives e.g. onedrive, google drive and Smartabase

### **Developing others**

- Athletes, talent programme coaches, club coaches, clubs parents
- Supporting colleagues and the development of the overall CANI Performance Team
- Knowledge and skills
- Technical Coaching experience of U18 athletes at national programme level. It is essential that the candidate has experience of, and can demonstrable evidence of, developing a range of athletes across gender and Kayak/Canoe classes.
- An understanding of the components of Canoe Sprint Performance and the ability to develop, deliver and modify, as required, individualised training and preparation programmes to improve the performance of athletes transitioning to senior championship level.
- An ability and willingness to work as part of a collaborative and integrated coaching support team and to align with CANI's and British Canoeing's coaching and training philosophy and the WITTW model, Athlete Profile, Athlete Development Curriculum and a holistic "whole person" approach to athlete development.
- Excellent communication skills and an ability to communicate effectively with a wide range of individuals including athletes, other coaches and different Organisations.
- Knowledge and understanding of the needs of talent athletes.

- Excellent technical knowledge and the ability to apply it to improve athlete performance.
- Demonstrates a high degree of organisation and planning related to coaching elite athletes.
- Comfortable with, and a willingness to embrace technology and innovation to support and inform their coaching and understanding of Canoeing.
- Knowledge and understanding of the needs of talent athletes, coaches and parents
- Ability to resolve conflicts in a constructive fashion
- Ability coach and improve athlete performance in any class at all levels of the talent pathway
- Ability to work in a High Performance environment
- Experience of supporting talent at club or regional level
- An understanding of the Long-term Athlete Development principles and the key elements of an effective talent pathway.
- Knowledge of the role and requirements of a talent pathway coach and the issues of working with young athletes
- Ability to prioritise tasks and work loads
- Able to support athletes in their transition from Club to national programme level.
- Demonstrates a passion for the sport and an ability to motivate and energise other.
- Ability to make the sport enjoyable through meeting the needs of individuals.
- Makes controlled responses in stressful situations, such as when faced with negative responses or excessive workload.
- Sets high standards for self and others and is an ambassador of CANI and British Canoeing.
- Plans with colleagues and members work schedules and resource requirements that will ensure agreed targets are reached, and where appropriate exceeded.

#### **Additional information**

- Guidance: Full driving licence
- The post-holder's duties must at all times be carried out in compliance with CANI's Equal Opportunities Policy, Safeguarding and Protecting Children Policies and British Canoeing's Coaches Code of Conduct.
- Ensure the health and safety of all staff, volunteers, personnel and resources within the post-holder's duties and personal responsibilities as per the requirements of the Health and Safety at Work Act (NI) order 1978.

**The Head Sprint Coach (Along with other officers) will deliver the CANI targets, which are aligned to the British Canoeing and Sport NI objectives.**

#### **Support and retain**

- Volunteers
- Officials
- Coaches
- Clubs

#### **Strengthen**

- Closer connection between CANI and its clubs and members
- High membership satisfaction rating by 85% of members
- Work closely with providers of canoeing across NI. Measured by provider satisfaction ratings

### **Clubs**

- Support eight clubs to achieve club mark re-accreditation
- Support eight clubs to achieve club mark
- Increase of two new clubs

### **Workforce**

- Increase of official population from 115 to 260
- Support the development of 280 coaches
- Increase the club based coach and leader workforce from 205 to 305
- Increase of the club based workforce from 341 to 629
- Support the development of the coach developer population of 727 to 1007

### **Membership**

- Increase of 1000 members which will include the increase of the following groups;
- Increase of 700 club members
- Increase of women and girls members by 7.7%
- Increase of disabled members to 20%
- Increase of youth members to 20%

### **General**

- Increase of members of people living in areas of greatest need
- Increase in recreational opportunities
- Increase in participation
- Growth within new markets
- Increase of school based canoeing programmes

### **Performance**

- Have two athletes on the GB slalom programme
- Have three athletes on the GB sprint programme
- Have five athletes represented GB or Ireland at European or World championships.
- Have two athlete medals at European or World Championships.