



Job Description

POSITION DESCRIPTION: Community Coaching Advisor

LOCATION: Sports House, Stadium Drive, Albany

PREPARED: December 2018

REPORTS TO: Community Sport Engagement Manager

TERM: Permanent, Full-time 40 hours per week

RELATIONSHIPS:

Internal	Nature of Relationship
Community Sport Engagement Manager	Direct Report
CSI – Community Coach Developers	Working Relationship
Young People Lead	Working Relationship
Primary School Lead	Working Relationship
Other Harbour Sport Staff	Peer Relationship
External	Nature of Relationship
Aktive, Sport NZ	Accountability
Regional Sports Organisations / National Sports Organisations, Sports Clubs, Schools, Other RSTs, Coaches, Tertiary Organisations	Programme stakeholders

PRIMARY PURPOSES OF THE POSITION:

- Your primary functional purpose is to seek, participate, be enthusiastic about and collaborate with your colleagues and to achieve agreed key tasks and KPIs
- Your task in Harbour Sport is to 'own' your role. You are the leader of your own business unit.
- You are responsible to market and promote your work, to develop and innovate, to ensure all work is done to the Harbour Sport standard, to carry out research and apply good practice, to be accountable for your progress and to evaluate all work and complete to the highest standard.
- Harbour Sport values continuous improvement and expects a commitment from 'good to great'.
- This is by far the most important aspect of your work in our organisation and it will determine your remuneration and growth opportunity

KEY AREAS OF ACCOUNTABILITY

Stakeholder Relationship Management	<ol style="list-style-type: none"> 1. The key contact in coaching who works alongside key identified stakeholders to manage the delivery of Harbour Sport's Coaching Plan supporting organisations to recruit, upskill and retain coaches at community level. 2. To actively participate in the planning, development, evaluation and quality control of coaching programmes across Auckland working with the wider Aktive Coaching & Talent Development Team.
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	<ol style="list-style-type: none"> 3. Establish effective and influential relationships within the coaching sector and increase the quality of coaches delivering effective coaching at every level of the athlete/participant pathway. 4. To enhance community coaching infrastructure and systems. 5. To manage and report on the Harbour Sport Coaching Plan.
Programmes & Initiatives	<ol style="list-style-type: none"> 1. Facilitate a programme of local generic training for community coaches that aligns to the Sport NZ Coaching Plan 2. Increase the profile and recognition of coaches through recognition/rewards programmes 3. Manage the delivery of student coach training programmes. 4. Work with CSI contracted Coach Developers 5. Manage systems to measure the effectiveness of Harbour Sport's community coach delivery. 6. Maintain a regular coaching database. 7. Utilise and share resources, tools and good practice templates. 8. Review and manage all online Harbour Sport coaching resources including Facebook and website
Leadership	<ol style="list-style-type: none"> 1. Develop a Community Coaching Plan for Harbour Sport 2. Lead coach development, training and mentoring to support the shape of coaching in the Harbour region. 3. Support, lead & contribute to the implementation of targeted coaching development projects
Other Duties	<ol style="list-style-type: none"> 1. To fully support and demonstrate the values and culture of Harbour Sport 2. Undergo professional development training opportunities provided by Harbour Sport where appropriate

QUALIFICATIONS

- A tertiary qualification in Sport, Coaching, Sports Management, Physical Education or related field (preferred).
- Holds a current full driver's licence

EXPERIENCE & SKILLS

- Experience working in the sport recreation/education and coaching sector.
- A knowledge of the Sport NZ Coaching Plan
- Understanding of holistic and long-term athlete development theory and practice.
- Understanding of national/international philosophy on athlete-centred coaching
- Understanding of skill acquisition.
- Understanding of adult learning needs.
- Experience in training coach developers
- Project development and management skills.
- Team Player.
- Leadership experience.
- Ability to coach, instruct and develop relationships with organisations.
- Understanding of, and empathy with, people of different ages and cultures.
- Highly developed organisational skills.
- Confidence in public speaking.
- Excellent oral and written communication skills.
- Experience in dealing with the media and other promotional avenues.



- Computer literate and systems orientated.

PERSONAL ATTRIBUTES/COMPETENCIES

- Good team work ethic and capable of working independently
- Passionate about coaching in the sport and recreation sector
- Highly motivated and committed to delivering initiatives to a high standard
- Highly organised with effective time management skills and can work fixed and flexible hours (including evening and weekend work if required)
- Strong interpersonal skills
- An enthusiasm for sport and recreation
- Commitment to on-going training and professional development