

Job Description

POSITION TITLE:	Coach Development Lead
LOCATION:	Auckland preferred
RESPONSIBLE TO:	Community Manager
REPORTING RELATIONSHIPS:	Direct reports: NIL Works closely with: ALL internal staff

POSITION CONTEXT:

Reporting to the Community Manager, the Coach Development Lead will be responsible for engaging with our coaching community - ensuring that the needs of athletics participants are met and that the value of coaching to our athletics community is recognised.

The Coach Development Lead will work in close partnership with the Athletics NZ team, active and potential coaches, Sport NZ, Regional Athletics Centres and other stakeholders to ensure the effective delivery of various coach development projects.

This work is pivotal in the continued growth of the sport of Athletics in NZ, ensuring our coaches are contributing to the growth of our sport.

Key Relationships

- Athletics NZ Community Team
- Current and potential coach members
- Athletics NZ High Performance Coaching Manager
- Athletics NZ Performance Coaches
- Regional Athletics Coach development leads
- National Coach Education workforce (ACE)
- Relevant Oceania Athletics and World Athletics staff
- Relevant Sport NZ staff

KEY RESPONSIBILITIES

The role includes a broad and varied range of responsibilities, including the following:

Leadership and Planning

- In consultation with the Community Manager develop and deliver the annual plan for Coach Development and Education that aligns to and supports the Athletics NZ Strategic Plan, the Athletics NZ Coach Development Strategy and associated contract requirements.
- Lead the development of an Athletics NZ online coach education system, especially for our Foundation Programmes.
- Support, manage and grow our network of Athletic Coach Educators (ACE network).

- Coordinate Coach Education opportunities to develop coach capability, including the delivery of Athletics NZ coaching courses.
- Establish and maintain excellent lines of communication with members and key stakeholders.
- Support our coaching population to make Athletics New Zealand a leader in inclusion and diversity.

Operational

- Lead the Athletics NZ Coach Education Pathway, including Foundation Programmes, (Get Set Go, Run Jump Throw, Kids Athletics), Coaching Athletic Development, (CAD) and the World Athletics Coach Education Certification Scheme (CECS). And collaborate with the High Performance Coach Education Manager to ensure alignment with High Performance Coach Education Opportunities such as the HPSNZ Core Knowledge Programme, and Performance Coach Qualification.
- Develop and implement strategies to ensure coaches feel valued and supported by Athletics NZ.
- Promote and efficiently process Athletics NZ Coach memberships.
- Through formal and informal coach development initiatives, support a culture of ongoing growth and development within the Athletics NZ coaching community.
- Liaise with the High Performance team to ensure a collaborative approach is taken to the delivery of Event Group Activities.

Communication

- In collaboration with our administration team, manage the database of all coach members in conjunction with the Athletics NZ membership management system.
- With the support of the Media and Communications Manager, implement an effective coach communications plan to align with the Athletics NZ coach development strategy.
- Develop relevant and up to date coach content for Athletics NZ publications, including the website and social media.

Financial

- Develop, in consultation with the Community Manager, annual project and cost centre budgets that reflect the Business Plan for coach development and education projects.
- Monitor and review the monthly income and expenditure of coach development cost centre operational activity.

COMPETENCES/EXPERIENCE

- Exceptional relationship management skills.
- The ability to influence and grow a positive culture among a diverse group of stakeholders.
- An understanding of and demonstrated empathy for coaches from grassroots through to high performance.
- Experience in coach development and leadership, and/or significant relevant experience within athletics or a similar sport.

- Effective and confident presentation skills.
- Experience and competence in planning, developing and managing projects.
- Demonstrated competence in the use of the Microsoft suite of programs, database management and online programs.
- Ability to work independently as well as part of a team.