



HEAD OF COACHING AND PERFORMANCE

Job Description

Status:	Full Time Permanent
Remuneration:	£ competitive
Department:	Coaching and Performance
Responsible to:	Chief Executive
Direct Reports:	Head Coach and Talent Development Manager, Coach Education Officer, Team Administrator
Location:	Head Office, Milton Keynes

The English Table Tennis Association is the National Governing Body for table tennis in England. The ETTA has recently undertaken a complete review of its strategic direction including a significant restructure and governance review to align the organisation with new targets through to March 2017 and beyond. This will coincide with a re-branding exercise and a relocation of the Head Office function to Milton Keynes in March 2014. All these factors will signal a major change in the growth and development of Table Tennis in the years ahead.

Job Summary

The creation of a new Senior Management Team in the structure is an important part of this process and the Head of Coaching and Performance will fulfil a key post in that Team. This role will develop and deliver all aspects of the technical, coaching, performance and talent development programmes of the ETTA's Strategic Plan and achieve all stated and agreed outcomes. The Head of Coaching and Performance will manage, co-ordinate and drive performance levels upwards within the ETTA's Development Squads and International Squads as well as overseeing the development and delivery of the ETTA Coach Education Framework.

KEY RESPONSIBILITIES

Performance/Talent Development/Coaching/Coach Education

- Lead the development and delivery of performance programmes at all levels of national and international competition including management of high performance national level coaching staff and international competition strategy to drive up performance standards
- Lead the development and delivery of the talent development programme including talent identification
- Lead in the development and delivery of an athlete development strategy for players on the England Talent Pathway that defines the precise skills, competencies and abilities required at each stage of development against world class benchmark standards
- Lead the development and delivery of coach development and coach education. The role will be responsible for all aspects of the coaching within all ETTA programmes working through the Head Coach to ensure coaching and coach development is delivered at a consistent high standard
- Lead the development and delivery of the ETTA Coach Education Framework including all ETTA coaching resources, course and communications
- Accountable for achieving ETTA's and Sport England (and if applicable UK Sport) talent development and performance targets



Leadership/Senior Management Team

- Effectively manage the Coaching and Performance Department to ensure strategic outcomes are delivered
- Build and sustain a strong and positive relationship with Sport England, Sports Coach UK and other key partners and customers to ensure that the ETTA maximises the opportunity that these partnerships provide
- Work closely with the Senior Management Team to ensure full alignment and departmental integration between performance, talent development, coach development and competitions

General

- Accountable for performance, talent development, coaching and coach education plans, budget (forecast, budget, delivery and reporting) and operational delivery including meeting funding targets

PERSON SPECIFICATION/KEY SKILLS

Qualifications

- Graduate or graduate level, preferably with an additional post graduate qualification in a relevant field
- Relevant coaching qualifications desirable

Previous Experience

- Significant experience and expertise in performance and talent development within the sports sector
- Experience of managing relationships and programmes in a performance, talent and coaching environment
- Experience and knowledge in coach development, particularly in relation to talent and elite development
- Evidence of ability to seek out new knowledge and expertise to positively influence innovative and world-leading performance, talent and coach development programmes
- Experience and knowledge of coach education structures (e.g. UKCC), delivery and evaluation
- Expertise in developing strategy and transforming this into operational delivery.
- Experience in working in a delivering a strategy in a multi stakeholder environment
- Proven track record of delivering results

Personal Attributes

- An outstanding Business Leader who has a love of sport and empathy for it
- An understanding of sports performance in the UK and international and / or table tennis would be advantageous
- Be able to work strategically without close supervision whilst being a key and supportive member of the Senior Management Team
- Ability to manage a heavy work programme, work to set priorities and achieve against targets
- An understanding of sponsorship and commercial relationships in sport desirable



- Able to demonstrate a broad range of professional management, communication skills and an ability to deal with the media
- An analytical, numerate and disciplined thinker who has the ability to think complex issues through and produce commercially sound judgments
- A committed and loyal individual, prepared to work the necessary hours and at weekends
- Non smoker desirable
- Full driver's licence and access to suitable vehicle desirable

The ETTA is an equal opportunities employer. A copy of the policy can be found on the ETTA website

The ETTA is committed to the best standards of care of children and as such this role may require a satisfactory DBS check. A copy of the ETTA Child Protection Policy can be found on the ETTA website.

October 2013