

Job Title: Coaching Officer	Current Job Holder: Mr James Kyle
Department/Team: Executive Committee	Date Started: 18/03/2020

DEPARTMENT/TEAM DESCRIPTION

The Executive Committee is responsible for the efficient running and effective management and administration of the SGB.

JOB PURPOSE

The Coaching Officer has personal responsibility for:

- The provision of advice and guidance to the Executive Committee, Individual Members, Member Clubs and Corporate Members on all coaching activities within the sport of Game Angling in Scotland.
- Ensuring that all SANA coaches are licensed through ADBOS and are members of the PVG scheme and appropriately disclosure checked for the regulated work they are required to carry out, adequately insured for the activities they conduct, are appropriately trained, and attend CPD.

These responsibilities include:

- Maintenance of a register of qualified and licensed coaches
- Maintenance of the standards of coaching delivered by SANA coaches
- Recruitment and training of new coaches to ensure that SANA can meet its objectives to develop and grow the sport of game angling in Scotland.

RESOURCES MANAGEMENT

Management responsibility: Responsible for the standards of coaching delivered and the professional development of all SANA coaches.

Reports to: the Chairman and Executive Committee

Budgetary Signing Limit: None individually. All expenditure must be authorised by the Executive Committee and recorded in the minutes of quarterly meetings.

KEY RESPONSIBILITIES

- To ensure that the Executive Committee regularly reviews its performance in respect of Coaching.
- To develop and implement an annual plan to increase the number of qualified and licensed coaches in line with requirements.
- To ensure that all coaches have read the SANA Child Protection Policy, Equality and Diversity Policy and Code of Conduct and Good Practice and fully understand their role and responsibilities
- To ensure that all SANA coaches are licensed through ADBOS, including signing all license applications to confirm applicants are fit to practice and forwarding them to ADBOS for processing.
- To ensure that all SANA coaches are appropriately trained, technically proficient, hold adequate insurance to cover their activities, are members of the PVG scheme and appropriately disclosure checked for the regulated work they undertake and attend CPD when required. This includes running an annual assessment system to ensure standards are maintained.
- To oversee the SANA schools' program and ensure that Coaches are implementing the ADBOS Club Angling Program in all new schools that enter the scheme.
- To report any allegations of misconduct or suspicions of misconduct to the relevant SANA Officer in accordance with the SANA Child Protection and Equality and Diversity Policies.
- Sit as the SANA member on the ADBOS Coaching Working Group and represent the interest of game angling.
- To communicate effectively with internal and external partners in order to promote and raise the profile of Equality and Diversity within the sport of game angling in Scotland.
- Ensure that the Coaching page of the SANA website is kept up to date with details of UKCC courses, CPD events, coaching events and initiatives. This includes ensuring that data held on the ADBOS website relating to game angling coaches and coaching is also up to date.
- Provide regular reports on development activity to the Executive Committee and a formal report to the AGM.

MAIN JOB REQUIREMENTS

Time & Resource

- Ability to give sufficient time to carry out the role effectively
- Ability to commit to the following meetings:
 - Quarterly Executive Committee Meeting
 - Annual General Meeting
 - Quarterly ADBOS Coaching Working Group meetings
- Other meetings necessary to ensure that the standard of coaching within Game Angling in Scotland is maintained and where necessary improved.

Education:

- A reasonable level of education is required with the ability to communicate effectively, both in writing and orally, at all levels.

Specific Experience:

Required

- UKCC Level 2 Coach, equivalent or advanced
- Strong communicator, both written and oral and confident decision-making ability.
- Member of the PVG scheme

Desired

- A1/A2 Assessor

I certify that I have read, fully understand and accept the role and responsibilities pertaining to this position. Additionally, I have been provided copies of all relevant Policies and Plans to allow me to carry out the role.

I undertake to abide by the SANA Code of Conduct and Best Practice, Code of Practice for Safeguarding of Children in Game Angling, Child Protection and Equity Policies and to carry out the duties of the Child Protection Officer to the best of my ability.

Signed by Incumbent: James Kyle

Name in Block Capitals: James Kyle

Date: 18/03/2020