



**English Table Tennis Association**

## **Wensum Table Tennis Club Support & Coaching Officer**



English Table Tennis Association (ETTA), Catton Grove Primary School, the Norwich East School Sports Partnership (NESSP) and Wensum Table Tennis Club are looking to appoint a part-time Club Support & Coaching Officer. The successful candidate will be employed by ETTA but will work closely with Catton Grove Primary School, the Norwich East SSP and Wensum Table Tennis Club in this exciting new coaching position. The coach will have the opportunity to work in both primary and secondary schools and be expected to contribute to both curriculum and extra-curricular developments. He/she will also play a significant role in developing Table Tennis pathways to Wensum Table Tennis Club.

- Job Description** Part time Table Tennis position, 12 hours per week with the possibility of extending either the hours or contract length, subject to funding.
- You will be expected to work mainly afternoons and evenings.
- Salary:** £8,480 per annum
- Location:** Wensum Table Tennis Club and schools across Norwich
- Type of Contract:** Fixed term contract until end of school academic year 2011 - Starting as soon as possible. The post is subject to funding and satisfactory performance and may continue beyond 2011 if further funding is secured.
- Closing Date:** Monday 22<sup>nd</sup> March 2010
- Interview Date(s):** Week commencing 29<sup>th</sup> March 2010 Candidates short-listed for interview will be assessed delivering a practical coaching session followed by a formal interview.

### **Key Responsibilities will be:**

1. Delivering high quality Table Tennis Coaching in the form of curriculum and extra-curricular activities at school sites. Developing continued professional development for teachers in the delivery of high quality Table Tennis.
2. Develop and deliver high quality Table Tennis Coaching based at Wensum Table Tennis club.
3. Develop and expand the volunteer infrastructure within Wensum Table Tennis club
4. Develop and strengthen links between schools and Wensum Table Tennis club.
5. Liaising closely with the Partnership Development Manager to ensure a consistent approach to schools Table Tennis Coaching within Norwich.
6. Coordinating the partnership wide Table Tennis programme.
7. To further develop school to club links.

### **Candidate requirements:**

- Qualified ETTA Level 2 licensed coach or (UKCC) equivalent.
- Experience of working as part of a team.
- Excellent organisational and inter-personal skills, both verbal and written.
- A desire and ability to take on this very exciting and new created position to further develop Table Tennis opportunities for all students.
- The post involves working flexible hours. Own transport is essential.
- This appointment is subject to a satisfactory enhanced CRB disclosure.

### **Application process:**

Job description, person specification and application form available from [www.etta.co.uk](http://www.etta.co.uk)

For an informal discussion about the post contact: **John Andrews (East Region Development Officer) 07803 606780**  
[john.andrews@etta.co.uk](mailto:john.andrews@etta.co.uk)

The English Table Tennis Association is an equal opportunities employer committed to building a diverse workforce and welcomes applications from any suitably qualified individual.



<b>Job title:</b>	Wensum Club Support & Coaching Officer (part time)
<b>Job summary:</b>	Through a partnership approach increase participation and membership and improve club organisation in table tennis in line with the ETTA Whole Sport Plan 2009/13 Main work areas and approximate time allocation per week: <ul style="list-style-type: none"> <li>• Coaching (6 hours)</li> <li>• Club support (4 hours)</li> <li>• Admin/planning/reporting (2 hours)</li> </ul>
<b>Responsible to:</b>	National network manager via ETTA Regional Development Manager (line manager) & Regional Coach (training/CPD)
<b>Reports to:</b>	Management support group made up of ETTA RDM, club member, and Norwich East School Sport Partnership.
<b>Employed by:</b>	English Table Tennis Association
<b>Employment status:</b>	Part time fixed term contract to August 2011 subject to funding and satisfactory performance.
<b>Hours:</b>	12 hours per week – dependant on funding
<b>Location of work:</b>	Linked to Wensum Table Tennis Club and the Norwich East School Sports Partnership
<b>Salary:</b>	12 hours per week post = £8,480 p.a.
<b>Operational budget:</b>	To include business mileage and training
<b>Performance measurement:</b>	Measured through progress against set objectives and targets as part of a written work programme at management support group meetings

**Areas of responsibility:**

<b>Coaching</b>	Plan and deliver coaching sessions in local education establishments (satellite clubs), workplace environments, community and commercial settings and in the club  Tutor coach education courses
<b>Volunteer development &amp; support</b>	Take a lead role in volunteer management (recruit, recognise and reward) to build and expand a team of volunteers to enable the club to grow and strengthen.  Organise and/or tutor Table Tennis leadership and volunteer award courses
<b>Club development</b>	In conjunction with the club Chairman, manage the club action plan implementation ensuring that PremierClub and CLUBMARK accreditation are maintained.  Fundraising – develop a strategy for club income generation
<b>Partnerships</b>	Develop and work with appropriate partners e.g. County Sports Partnerships, School Sport Partnerships (Competition Managers), local disability organisations
<b>Training</b>	Attend ETTA training and staff meetings
<b>Monitoring &amp; evaluation</b>	Report against a written work programme and produce project statistics and case studies

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The following criteria will be taken into consideration for interview selection purposes:	Essential	Desirable	How assessed
<b>QUALIFICATIONS</b>			
GCSE/'O' Level (or equivalent) in English language and mathematics and evidence of good written and spoken English, including grammar, punctuation and spelling	✓		documentary evidence
Qualified ETТА Level 2 licensed coach or (UKCC) equivalent	✓		documentary evidence
ETТА Table Tennis Development Officer		✓	documentary evidence
European Computer Drivers Licence or equivalent competency use of Microsoft Office	✓		documentary evidence
Have or be willing to gain child protection awareness and sports equity training e.g. A club for All & disability awareness training	✓		documentary evidence
<b>EXPERIENCE/KNOWLEDGE</b>			
Recognised involvement in Table Tennis as a player or coach	✓		application form
Experience of working <i>as</i> or <i>with</i> a volunteer in a table tennis club	✓		application form/interview
Experience of coaching Table Tennis ideally in a range of environments including schools/clubs/community settings	✓		application form/interview
Experience of working in/with Table Tennis clubs and volunteers	✓		application form/interview
Practical experience of initiating and implementing club development including action planning	✓		application form/interview
Knowledge and understanding of ETТА PremierClub programme, Sport England CLUBMARK	✓		interview
An appreciation of the opportunities and challenges facing the development of a strong club structure in England	✓		interview
<b>PERSONAL QUALITIES</b>			
Relate well to and be a good motivator of young people and adults	✓		application form/interview
Strong communication, interpersonal, planning and organisational skills.	✓		application form/interview
Ability to work efficiently, unsupervised and with good time management skills	✓		application form/interview
Have a positive attitude to equal opportunities and an understanding of positive discrimination	✓		interview
<b>OTHER CRITERIA</b>			
Willingness to work flexibly (including significant evenings and weekends) and travel between delivery sites	✓		application form/interview
Possess a valid driving licence and have own transport	✓		documentary evidence
Willingness to take on training to fulfil the post as required	✓		application form/interview
Flexible in order to fulfil the duties and to achieve outcomes	✓		interview