

# National Ice Skating Association of the United Kingdom Limited

## JOB DESCRIPTION COACH DEVELOPMENT MANAGER

**Department:** Development  
**Location:** UK-wide  
**Hours:** 37 hours per week  
**Salary:** £24,000 to £28,000 dependent upon experience

<b>JOB PURPOSE OF THE COACH DEVELOPMENT MANAGER</b>	
<p>The National Ice Skating Association of UK Ltd (NISA) is the National Governing Body (NGB) for Ice Skating in the UK, involving the disciplines of Figure Skating (Singles, Pairs, Ice Dance and Synchronised) and Speed Skating (Short Track and Long Track).</p> <p>The post holder will ensure that NISA has a coaching workforce that is able to deliver meaningful experiences that meet the needs and motivations of a range of audiences.</p> <p>Reporting to the Head of Development the post holder is accountable for:</p>	
<ul style="list-style-type: none"> <li>Producing and implementing a Coaching Plan as part of the Development Strategy to educate, train and support coaches working within the recreational and participation pathways</li> </ul>	
<ul style="list-style-type: none"> <li>Leading the development of a portfolio of branded, high quality qualifications, products and services in all ice skating disciplines, specifically for coaches working within the recreational and participation pathways</li> </ul>	
<ul style="list-style-type: none"> <li>Ensuring the coach education and licensing programme is managed efficiently and effectively, in line with agreed budgets</li> </ul>	
<ul style="list-style-type: none"> <li>Ensuring the coach education and licensing programme is effectively marketed and promoted</li> </ul>	

<b>KEY RESULT AREAS</b>	<b>AUTHORITY DELEGATED TO THE NISA COACH DEVELOPMENT MANAGER</b>
<b>Coaching Plan</b>	
<p>1) Develops and delivers a Coaching Plan to support increased and sustained participation within the recreational and participation pathways. This includes establishing coaching pathways as part of the Development Strategy</p>	<ul style="list-style-type: none"> <li>Drafting NISA's Coaching Plan for approval by the Head of Development (HoD) and/or Coaching Sub-Group (CSG)</li> <li>Day-to-day management of activities and operations, within the Coaching Plan agreed by the HoD</li> </ul>
<p>2) Works with the Development Department and Coaching Sub-Group to implement the coaching pathway aligned to the recreational and participation pathways</p>	<ul style="list-style-type: none"> <li>Drafting of club, coach and competition strategies for approval by the relevant NISA Sub-Groups</li> </ul>

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	<ul style="list-style-type: none"> <li>Day to day delivery of the Coaching Plan agreed by the CEO</li> </ul>
<b>Coach Education, Training and Licensing</b>	
1) Generates and utilises sector analysis and market insight to identify customer needs in relation to coaching	<ul style="list-style-type: none"> <li>Creation and management of surveys and market research projects and analysis approved by the HoD</li> </ul>
2) Supports the coaching workforce by developing and delivering a portfolio of branded, high quality qualifications, products and services	<ul style="list-style-type: none"> <li>Drafting of qualifications, products and services for approval by the HoD and/or CSG</li> <li>Day to day delivery of qualifications, products and services agreed by the HoD</li> </ul>
3) Develops the NISA Coach Registration and Licensing Scheme, mapping this to recognised industry standards	<ul style="list-style-type: none"> <li>Re-drafting of a new Coach Registration and Licensing Scheme for approval by the NISA Board</li> <li>Day to day delivery of the Coach Registration and Licensing Scheme agreed by the HoD</li> </ul>
4) Supports the delivery of the coach education programme by ensuring there is a sufficiently trained and supported educator, assessor and verifier workforce.	<ul style="list-style-type: none"> <li>Drafting of workforce development targets within the Coaching Plan agreed by the HoD and/or CSG</li> <li>Day-to-day management of workforce activities and operations, agreed by the HoD</li> </ul>
5) Annually organises an industry-leading National Coaching Conference (NCC) containing world class workshops and presenters	<ul style="list-style-type: none"> <li>Day to day management of the NCC for approval by the HoD and/or CSG</li> </ul>
6) Annually organises a programme of regional, bespoke mini-conferences, providing coaches with ongoing CPD opportunities linked to the NISA Coach Registration and Licensing Scheme	<ul style="list-style-type: none"> <li>Drafting an annual programme of conferences for approval of the HoD</li> <li>Day to day management of the conferences for approval by the HoD and/or CSG</li> </ul>
7) Populates an e-learning platform to enhance the delivery of the coach and participant education programme.	<ul style="list-style-type: none"> <li>Drafting of resources and e-learning materials agreed by the HoD</li> </ul>
<b>Management and Administration</b>	
1) Delivers the organisation's ongoing Coaching Plan, ensuring resources are targeted at	<ul style="list-style-type: none"> <li>Day-to-day delivery of Coaching Plan outcomes</li> </ul>

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successful delivery of the outcomes	approved by the HoD
2) Provides oversight of all coaching activities, manage the day-to-day operations, and assure the efficient running of the programme	<ul style="list-style-type: none"> <li>• Drafting the coaching annual operational plan for approval by the HoD and/or CSG</li> <li>• Day-to-day management of coaching activities and operations, within the coaching annual operational plan &amp; budgets agreed by the HoD</li> </ul>
3) Ensures the coaching programme delivery operates within NISA's standards, controls, systems and procedures, and is subject to regular evaluation	<ul style="list-style-type: none"> <li>• Operates within the operational control systems and procedures, within the policies agreed by the Board.</li> </ul>
4) Recruits, leads and manages the coach educator, assessor, verifier and volunteer workforce, ensuring a supportive work environment for staff and volunteers, in line with NISA's policies and procedures	<ul style="list-style-type: none"> <li>• Recruits the coach workforce, agreed by the HoD</li> <li>• Direct line management of immediate reporting coach workforce, implementing management procedures within the policies agreed by the Board.</li> <li>• Overall line management of volunteers involved in the coaching programme within the policies and procedures agreed by the Board.</li> </ul>
<b>Finance</b>	
1) Ensures coaching products and programmes are produced in line with the agreed budgets	<ul style="list-style-type: none"> <li>• Development and day-to-day management of products and programmes within budgets agreed by the Board</li> </ul>
2) Works with the HoD to develop the coaching annual and long term budgets and financial forecasts. Manages, monitors and reports on the coaching budgets	<ul style="list-style-type: none"> <li>• Drafting of annual and long term coaching budgets for approval by the HoD</li> <li>• Operates in accordance with NISA's Financial Procedures Manual</li> <li>• Monitors and provides reports on the coaching budgets agreed by the HoD</li> </ul>
3) Generates commercial income, grants, sponsorship and investment to deliver the coaching education and licensing programme	<ul style="list-style-type: none"> <li>• Drafts funding applications and develops sponsorship</li> </ul>

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	packages to attract external funding to support the coaching programme for approval of the HoD
<b>Communications</b>	
1) Contributes to the implementation of an effective marketing and communications strategy to support the on-going delivery of coaching projects	<ul style="list-style-type: none"> <li>• Departmental Support Function</li> </ul>
2) Establishes effective relationships with national, regional and local partners to deliver the Coach Education and Licensing Programme	<ul style="list-style-type: none"> <li>• Point of contact for NISA coaching programme</li> </ul>
3) Collaborates with the NISA Coaching Sub Committee and any associated working groups.	<ul style="list-style-type: none"> <li>• Board Support Function</li> </ul>
4) Collaborates with the CSP network to access high quality support for the frontline coaching workforce	<ul style="list-style-type: none"> <li>• Point of contact for NISA coaching programme</li> </ul>
5) Meets reporting deadlines to the HoD	<ul style="list-style-type: none"> <li>• Produces written reports at least 4 times per year for the HoD on progress against the annual operational plan</li> </ul>
6) Positively communicates with members, clubs, coaches, judges, officials and volunteers for the furtherance of NISA's skating objectives	<ul style="list-style-type: none"> <li>• Point of contact for the coaching programme</li> </ul>
<b>Development Team</b>	
1) Contributes to the development, delivery and review of NISA's Development Strategy.	Development Department Support Function
2) Contributes to the monitoring and evaluation of the collective performance of the Development Department in delivering the overall goals	Development Department Support Function
<b>General</b>	
1) Complies at all times with the Company's policies and procedures, particularly Health and Safety, Safeguarding and Equality.	<ul style="list-style-type: none"> <li>• Board Support Function</li> </ul>
2) Undertakes ongoing training and personal development, to enhance skills and abilities for the post.	<ul style="list-style-type: none"> <li>• Board Support Function</li> </ul>
3) Undertakes other duties associated with the post and the needs of NISA.	<ul style="list-style-type: none"> <li>• Board Support Function</li> </ul>

## COMMUNICATIONS AND WORKING RELATIONSHIPS

### Internal

- NISA CEO, Head of Development, NISA Board, NISA Coaching Sub-Group and any associated working groups – to translate strategic priorities into clear and measurable outcomes.
- NISA SMT and National Manager (Safeguarding) - to ensure an integrated, joined up delivery of the coach education programme.
- NISA Operations team – to ensure the effective administration of the coach development programme
- NISA Membership (coaches officials and skaters) – to research and develop appropriate policies, products and programmes to meet the needs of the coaching workforce.

### External

- NISA Clubs and NISA members – to generate customer feedback and market insight to support coaching development.
- Sport England, sports coach UK, CIMPAS, Awarding Bodies, national partners with a coaching remit, CSPs and other sport bodies – to develop innovative partnerships to deliver mutual agendas

**PERSON SPECIFICATION**  
**COACH DEVELOPMENT MANAGER**

AREA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Educated to degree level or equivalent management experience	Applied in the sport of Ice Skating
EXPERIENCE	Significant experience of sports coaching	Applied in the sport of Ice Skating
	Experience of developing coaches to deliver recreational and participation programmes	Applied in the sport of Ice Skating. Experience of mentoring sport coaches
	Experience of writing, delivering and monitoring coaching plans	Applied in the sport of Ice Skating
	Experience of writing funding applications and generating external funds and investment	Knowledge of funding available to support coach development
	Experience of developing, delivering and promoting coaching programmes and products	Experience of developing, delivering coaching qualifications, licensing and CPD
	Experience of developing and maintaining strong, dynamic partnerships	Applied in the sport of Ice Skating
SKILLS AND KNOWLEDGE	Knowledge of the UK coaching systems and National Partners with a remit to support coach development	
	Knowledge of Awarding Bodies and their qualification accreditation processes	
	Knowledge of modern coaching theories and methodologies	
	Knowledge of athlete development	

AREA	ESSENTIAL	DESIRABLE
	Knowledge of the managerial aspects of coaching	
	Ability to write clear and concise plans, reports and to present information and analysis	
	Ability to plan and operate strategically	Experience of developing, managing and monitoring budgets
	Willing to learning and undertake Continual Professional Development	
	Good analysis and problem solving skills	
	Articulate, literate and a good working knowledge of Microsoft Office or equivalent software packages	
	Good facilitation, influencing and negotiating skills	
	Ability to prioritise workload and meet deadlines	
	Effective communication and inter-personal skills, with the ability to listen sensitively to the views of others, inside and outside the organisation	
	Knowledge of legislation including Data Protection, Health and Safety, Equal Opportunities and Safeguarding	
PERSONAL ATTRIBUTES	Ability to think proactively and operate without close management	
	Innovative and creative, with an ability to think outside the box	
	Exhibits personal commitment and acts as an ambassador for NISA	
	Team player with the ability to work on own initiative	

AREA	ESSENTIAL	DESIRABLE
	Positive 'can do' attitude, that inspires and motivates others	
	High level of integrity and trust, with the ability to deal with sensitive and confidential matters	
OTHER REQUIREMENTS	Full current driving licence	
	Prepared to work evenings and weekends where required	