

## **Job Description and Person Specification**

### **Job details**

Job title: Diving development Coach  
Pay band: 5  
Reports to: Aquatic development officer  
Responsible for: Diving instructors  
Directorate and Service area: Public Health

### **Purpose of the job**

To deliver and develop a Learn to Dive and Talent Identification Program that can sustain the development of a competitive diving programme at Corby East Midlands International Pool, develop volunteers and coaches to support Long Term Athlete Development structure and to develop and mentor a team of coaches as well as supporting the Regional Structure.

Work with Corby Steel diving club as head coach to ensure appropriate opportunities in competitive diving are provided within the region.

### **Principal responsibilities**

**(Please make these concise and ideally no more than 8)**

- The job role is split between Diving development and diving delivery.
- Ensure diving instruction are carried out in accordance with the facilities Normal Operating Procedures and Emergency Action Plans
- Develop, plan and implement a Learn to Dive and Talent Identification (TID) Program and links with schools.
- Facilitate/create links with other disciplines and sports for talent transfer for example gymnastics, Trampoline, learn to swim programmes.
- Implement a squad structure within the club to create a clear diving pathway linked to Long Term Athlete Development (LTAD)
- Attendance at competitions as head coach for diving club
- Solves problems creatively by, identifying the problem, evaluating the alternatives and finding innovative solutions.
- Makes controlled responses in stressful situations, such as when faced with negative responses or excessive workload.
- Conducts regular meetings alongside diving club committee
- Able to build effective relationships with athletes, coaches, parents and volunteers.
- Any other duties as reasonably requested by the Aquatic Development Officer / Club Steering Committee

## **General responsibilities applicable to all jobs**

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Understand the council's commitment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.
4. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.
5. To comply with the Organisation's policies and procedures especially those associated with equity and diversity
6. Ensure an excellent standard of customer care is implemented and maintained at all times in line with the Customer Care Policy and Customer Charter
7. Ensure the health, safety and welfare of all persons comply with the policies and procedures relating to Health and Safety within the facility

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## **Special features of the post**

**If a DBS Disclosure is required for the role, include the following clause (Delete if not required).**

This post requires satisfactory clearance of a Disclosure and Barring Service disclosure.

**If this post is Politically Restricted include the following clause (Delete if not required).**

Under the Local Government and Housing Act 1989 this post is classified as a politically restricted or sensitive post. Holders of such posts are disqualified from seeking election to or being a member of the House of Commons, the European Parliament, or a Local Authority, other than a Parish Council

**If there are any other special features of the job that need to be in the job description, please indicate them here.**

## Person Specification

| Attributes                             | Essential criteria   | Desirable criteria  |
|--|--|---|
| Education, Qualifications and Training | <p>Swim England Level 2 Dive coach and willing to work toward L3</p> <p>RLSS National rescue award for swimming teachers and coaches or willing to obtain during 1<sup>st</sup> 6 months</p>   | <ul style="list-style-type: none"> <li>- Land Training qualification</li> <li>- Emergency/ Full First Aid Qualification</li> <li>- Trampolining qualification or willing to work towards</li> </ul> |
| Experience and Knowledge               | <ul style="list-style-type: none"> <li>- Knowledge and experience of:               <ul style="list-style-type: none"> <li>a) Previous experience in a similar role or environment</li> <li>b) Club Structure &amp; workforce development</li> <li>c) Long Term Athlete Development (LTAD)</li> </ul> </li> <li>- The post holder must possess excellent customer care skills, be courteous at all times as well as being flexible and enthusiastic in their approach to the required duties.</li> </ul> |   |
| Ability and Skills                     | <ul style="list-style-type: none"> <li>- Good communication skills</li> <li>- High degree of organisation skills</li> </ul>  |   |
| Equal Opportunities                    | <p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.</p>   |   |

| Attributes         | Essential criteria  | Desirable criteria |
|--------------------|---|--------------------|
| Additional Factors | <ul style="list-style-type: none"> <li>- It is a special condition of employment that the post holder will work evenings and weekends, which is subject to variation to meet the exigencies of the service. The salary grade recognises this condition and no additional payments will be made in respect of the alternating shifts and weekend work</li> <br/> <li>- A uniform and name badge is provided and must be worn</li> <br/> <li>- Access to a mode of transport</li> </ul> |                    |