Job title: Club and Coach Development Manager

Job family and level: Administrative, Professional and Managerial Level 4

School/Department: Sport

Location: University Park Campus

Purpose of role
To deliver the University’s Vision for Sport and support the successful delivery of the forthcoming sports strategy through the strategic and sustainable management of the student sports clubs with the aim of providing the best possible student sporting experience.

Develop and deliver a sector leading program of coach education and development. Work with Key partners including the students union and manage a team of club development coordinators and lead coaches to ensure high quality delivery and support to sports clubs.

Main responsibilities
(Primary accountabilities and responsibilities expected to fulfil the role)

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<th>% time per year</th>
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<tr>
<td>Strategic and Sustainable Club development</td>
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<td>Manage a team of club development coordinators to achieve the holistic development of student sports clubs in line with the broader Vision for Sport, achieving growth across a range of agreed KPIs.</td>
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<td>Lead on the implementation of club development dashboards, creating a framework that links a development/reward structure and provides clarity to student club committees.</td>
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<td>Work with the broader sports development team to ensure connected and measurable pathways to support sports club holistic development.</td>
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<td>Develop operational procedures and processes to ensure the efficient operation of all clubs</td>
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<td>Be abreast of the latest trends and developments within the HE sports club and national governing body sector to ensure the holistic development of sports clubs.</td>
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<tr>
<td>Work with the department and students union health and safety leads over club related health and safety matters, ensuring processes are in place to support clubs</td>
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<td>35 %</td>
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- Supporting delivery on the memorandum of understanding between the University and University of Nottingham Student Union, enhancing the processes surrounding the agreement in collaboration with the students union
- Lead the development of club related income generation streams in a range of areas to facilitate an expansion of activity and ensure sustainable club operation, working with colleagues from across the department
- In consultation with Students’ Union and department colleagues provide investigative support as required on club related grievance and disciplinary matters and ensure that
- Work with the Assistant Director of Sport (Performance) to identify and recommend relationships with strategically selected external organisations (including but not limited to National Governing Bodies, UK Anti-Doping, professional sports clubs and franchises, Sport England and facility providers) with the aim of maximising performance success
- Work with the Recruitment and Scholarship manager to ensure effective collaboration with club committees around recruitment of talented athletes to the university and their engagement and support for club activity once recruited.

### Coach Development

- Lead on the design and implementation of an effective coach development program working in conjunction with the Assistant Director of Sport (Performance), Club Development Coordinators, coaches and other internal and external partners.
- Deliver a range of interventions designed to support the development of coaches, including areas such as a needs analysis, annual coach briefings, in-situ observations, questioning and feedback on training sessions and competitions and specific support workshops.
- Support coaches to reflect upon experiences and embed learning in order to positively impact future coaching
- Assist coaches in their effectiveness in working with other key personnel within the Sports department and across the University.
- Lead on the recruitment, selection and induction processes for new contracted and employed coaches, working with the Assistant Director of Sport (Performance) and Club Development Coordinator team.
- Ensure the necessary training and support is in place for the management of contracted coaches.
- Establish individualised development plans for all lead coaches and actively support their progress against these.
- Line manage a group of lead coaches, providing support and conflict resolution as required.

### Project Leadership

- Lead on the successful delivery of a range of club related projects, engaging with partners across the sports department and wider university, developing and delivering events and reporting and monitoring progress against targets.

Examples of projects to deliver on include, but are not limited to:
- Club Kit ordering and management
- Committee training
- Open Day
- Coach Development program
- Club Governance
- Capital Expenditure plans
- UK Anti-Doping Agency
- Welcome week/International welcome
- Pre-season training

### Financial Management and Reporting

- Manage and be accountable for a delegated budget, ensuring that expenditure is within agreed limits.
- Work with the Students union and University finance functions to improve processes relating to club financial activity.
- Lead the Club development coordinator team to ensure effective and timely management of club finances including short and long term club budget planning, introducing appropriate controls and training for committees.
- Ensure prudent club related financial management through maximizing value for money through contracted service delivery.
- Manage the recharge transfer process between University of Nottingham Students Union and University, working with the Students Union to monitor and regulate sport club spending throughout the year.
- Working with student union and department colleagues, analyse the club membership model and its connectivity with the UoN Sport membership, making recommendations for an equitable and sustainable approach across clubs, with particular attention to those clubs operating in national leagues.
- Analyse, report on and interpret data on the progress of holistic club development and performance programs, making recommendations for improvement.
- Ensure that University financial processes are followed and effective fiscal management is maintained.
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<th>Other</th>
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<td>▪ Represent the University on the relevant local, regional and national forums e.g. BUCS SAGs, Working groups and Strategic committees</td>
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<td>▪ Provide lifestyle support to sport scholars and/or TASS athletes.</td>
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<td>▪ Deputise for the Assistant Director of Sport - Performance as required</td>
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<td>▪ Any other duties in line with the role grade.</td>
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<td>Skills</td>
<td>Essential</td>
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<td>▪ Ability to communicate effectively in a concise and confident manner.</td>
<td>▪ Advanced analytical skills, with a solution focussed and innovative approach to problem solving.</td>
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<td>▪ Ability to influence a range of internal and external stakeholders.</td>
<td>▪ Ability to establish and maintain effective working relationships with people at all levels</td>
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<td>▪ Excellent interpersonal skills that build trust and respect.</td>
<td>▪ Ability to prioritise work effectively and meet deadlines</td>
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<td>▪ Advanced analytical skills, with a solution focussed and innovative approach to problem solving.</td>
<td>▪ Ability to work and plan strategically</td>
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<td>▪ Ability to establish and maintain effective working relationships with people at all levels</td>
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<th>Essential</th>
<th>Desirable</th>
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<td>▪ Understanding of the key elements of coaching behaviour and the process of making coaching decisions</td>
<td>▪ Applied understanding of critical reflection frameworks and Pedagogical principles underpinning effective coaching practice</td>
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<td>▪ Thorough understanding of underpinning research regarding talent &amp; performance development and the implications for coaching</td>
<td>▪ Understanding national programmes relevant to the sector including, UK Sport, Sport England, TASS.</td>
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<td>▪ Knowledge and understanding of the higher education sporting environment, including the BUCS and other university competition structures.</td>
<td>▪ Working knowledge of the broader university sector and areas that could connect with sport</td>
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<td>▪ Demonstrable event organisation skills, ideally sports related.</td>
<td>▪ A good understanding of health and safety in sport</td>
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<td><strong>Qualifications, certification and training (relevant to role)</strong></td>
<td>▪ Sports related degree OR Equivalent experience working in sports development ▪ Evidence of basic literacy and numeracy i.e. GCSE Maths and English Grade C or above.</td>
<td>▪ Sports Management degree or equivalent ▪ TALS Qualification ▪ NGB Level 2 coaching qualification</td>
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<td><strong>Statutory, legal or special requirements</strong></td>
<td>▪ Flexible approach to work ▪ Passion for sport ▪ Committed to providing a high level of customer service ▪ Broad network of contacts within relevant fields ▪ Enhanced DBS</td>
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The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.
Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

**Valuing people**
Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.

**Taking ownership**
Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.

**Forward thinking**
Driven to question the status quo and explore new ideas, supporting the team to “lead the way” in terms of know-how and learning.

**Professional pride**
Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.

**Always inclusive**
Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others

```
Line manager
  ↘
Role holder
  ↘
Key stakeholder relationships
  ↗ Direct Reports - CDCs, - Coaches
  ↗ Colleagues Service leads
  ↗ Students Club Committees
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Decision making

Taken independently by the role holder

- Staff and contractor selection, deployment and line management within their remit
- Managing and allocating resources within their area
- Planning own work schedule (daily, weekly, monthly) to ensure primary responsibilities are carried out to the agreed standard, timescale and budget
- Action in response to overseeing club accounts
- Managing a delegated budget
- Development of operational processes to support and manage clubs

Taken in collaboration with others

- Departmental policy and future development plans
- Exceptional decision making
- Departmental budgetary planning processes
- Sport specific partnership development
- Delivery of specialist projects against defined targets
- Promotion of club activity of club activity
- Sign off on NGB and other national level partnerships
- Formal disciplinary matters
- Developing mutually beneficial club related partnerships

Referred to the appropriate line manager (Assistant Director of Sport - Performance) by the role holder

- Significant spend outside of pre-allocated budgets
- Long term partnership agreements
- Conflict in allocation of resource