

Tennis New Zealand Incorporated

JOB DESCRIPTION

JOB TITLE

National Coach Development Manager

Full Time, Auckland

Reports to: National Sport Development Manager

PURPOSE

Working within the Sport Development team and overseeing the Regional Coach Development Leads (to be appointed), The Coach Development Manager is responsible for the implementation, and ongoing delivery of the national strategic initiatives in the areas of coach development and coach engagement.

The position is responsible for the management and support of the delivery of all short courses, qualifications, workshops, conferences and extension opportunities, The Coach Development Manager is also responsible for ensuring quality coaches are serving the needs of participants and athletes at all levels.

SPECIFIC DUTIES & RESPONSIBILITIES

Main Responsibilities

Leadership, Strategic Direction and Partnerships

- Working with the Regional Coach Development Leads (to be appointed) and wider Coach Developer network, implement the national coach development framework.
- Develop and grow the Capability and Capacity of the coach developer network across the country.
- Deliver an annual coach survey to understand trends and needs of coaching and coaches within Tennis in NZ
- Build and foster key relationships with Tennis Australia, Sport NZ, ITF Coach Development Team.
- Work closely with the National Sport Development Manager and wider sport development team on strategic priorities.
- Manage the annual Coach Development Budget to ensure accurate and up-to-date financials are kept.

Coach Development

- Plan and publish annual course and delivery calendar in alignment with the Regional Coach Development leads and Coach Developer network.
- Plan, resource and deliver/facilitate the national Club Professional course as and when required.
- Plan, organize, and if required deliver/facilitate coach education courses (Coach Assistant and Development Coaching Courses) in all areas not covered by Regional Coach Development leads/Coach Developer Network.
- Recruit and develop a national network of coach developers/coach development leads (including annual training and PD sessions)
- Manage the Recognition of Current Competence scheme (in partnership with Tennis Australia)

Administration and Follow-Up:

- Ensure all administrative tasks related to coach education courses, including registrations, communications, and record-keeping via national database and online register are current and completed.
- Maintain accurate and up-to-date records of all coaches who have completed courses via national database and online register.
- Create regular coaching updates and create content for Coach newsletters.
- Create resources, templates and education opportunities for clubs and coaches to improve the coach/club relationship.
- Collate and present relevant or requested reports on coaching statistics, trends and initiatives.

Facilitate Coach Connections:

- Organize and lead regular meetings, workshops, and networking events for coaches
- Act as a point of contact for coaches, coach developers and Regional Coach Development leads seeking advice or support.
- Plan, resource and deliver the National Coaching Conference.

Support Coach Recruitment, Retention, and Development:

- Assist coaching businesses and organizations in recruiting new coaching assistants.
- Develop and implement strategies to retain coaches and coaching assistants.
- Provide ongoing development opportunities and mentorship for coaching assistants.

GENERAL DUTIES & RESPONSIBILITIES

- Be punctual and work the hours and times specified.
- Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard.
- Support and help develop a positive workplace culture.
- Demonstrate excellent interpersonal communication skills.
- Responsibly manage all business resources within accountability levels.
- Undertake all duties and responsibilities outlined in this Job Description and all other duties as required by the business.
- Comply with all employment obligations.
- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business' best interests.
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfilment of the duties, responsibilities, obligations, and instructions related to employment.
- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.

Key Relationships

- All Tennis New Zealand staff
- All Association and Region staff.
- Coaches and Coaching Businesses
- Sport New Zealand.
- Tennis Australia staff.
- International Tennis Federation (ITF) Coach Development Staff
- Tennis Club administrators.
- Immigration NZ

SKILLS, EXPERIENCE & EDUCATION

- Experience in developing coaches and delivering education for coaches.
- Experience in team leadership
- Confidence in public speaking and presentation delivery
- Sound IT knowledge and experience including multimedia and Microsoft office programmes.
- Experience in working with diverse stakeholders and coaches of all levels.
- Extensive tennis/sports coaching experience
- Excellent written and verbal communication skills
- Ability to collect key coaching data, interpret results and compile reports.

QUALIFICATIONS

ESSENTIAL:

- Minimum five years Coach Developer experience in a regional or national role for another sport/sporting organization
- Minimum 5 years Coaching experience.
- Full Driver License.
- Must be legally entitled to work in New Zealand.

PREFERRED:

- ITF level 2 Coaching qualification or equivalent
 - Tennis Coaching experience
 - Relevant tertiary qualifications
-