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**Job Description**

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| **Job title:** | **Assistant Judo Coach** |
| **Department/School:** | **Sports Development and Recreation** |
| **Grade:** | **5** |
| **Location:** | **Claverton Down Campus** |

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| **Job purpose** |
| To support the Head of Judo with successful development, delivery, management and sustainability of the University Judo programmes.  **Responsible for:**   * Supporting the Head of Judo with the delivery of the high performance Judo programme, including BUCS teams, representative competition and club development. * Support the Department’s relationship with British Judo including the delivery of the Pathway Performance Centre * Support all Judo activity including BUCS student, recreational and social programmes. * Support the development of casual staff and internships. * Organise a programme of coach education |

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| **Source and nature of management provided** |
| Head of Judo |

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| **Staff management responsibility** |
| None |

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| **Special conditions** |
| From time to time you may be asked to assist in the facilitation of CPD activities. This will form part of your substantive role and you will not receive additional payment for these activities. An enhanced DBS check is required for this role.  You will also be required to work flexibly, including evenings and weekends as required by the demands of the Programme. |

| **Main duties and responsibilities** | |
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| Aims: | |
| **1** | Support the development and delivery of the University of Bath Judo programme to include;   * Coaching delivery of up to 9 sessions per week -Supervision of gym/land sessions 3 days per week * Provide technical feedback and develop goals for individual athletes * Attend all planned competitions and provide feedback to athletes * Ensure athletes that meet criteria engage and maximise benefits of the Dual Career programme * Meet with Head of Judo regularly to discuss athlete development * Deputise for Head of Judo when appropriate |
| **2** | Support the Head of Judo’s planning and development through;   * Planning and implementing competition squad training plan * Maintain daily session plans in accordance with annual plan * Plan seasonal competition calendar in accordance with annual plan * Support the process of athlete recruitment throughout year * Support the development of casual staff and students working within the University Judo programme in liaison with SU Sport. |
| **3** | Support the Head of Judo with administration of programme including;   * Email communication with athletes/ coaches/ support staff/ prospective athletes * Competition entries with travel and accommodation requirements * Booking and confirming support service provision * Organising and delivering holding camp/ taster sessions * Organising and delivering coach education workshops * Maintenance and re-ordering of essential equipment |
| **4** | Support the Head of Judo with communication through;   * Effective liaison with British Judo staff * Effective liaison with SU Sport staff * Effective liaison with sports science practitioners * Effective liaison with academic staff where appropriate * Manage social media channels * Effective liaison with Athlete Support Officer |
| **5** | Support the strategic objectives of the Department through;   * Attendance at Coaches CPD sessions * Support for Department events where appropriate including Open Days * Proactively seek out opportunities for personal development |
| **6** | Delivery of the University of Bath Tribe programme   * deliver the judo tribe programme * establish link to TeamBath Community club * Establish links to schools and private operators to drive recruitment |
| **7** | Coach Education   * organise coaches workshops (CPD and revalidation) * use the workshops to market the Sport science and medicine services and the Talent Development Centre |
| **8** | Student Judo club   * work with students and SUS to ensure the judo club is well-organised * work with student committee to put in place a development plan for the club * deliver a strong and sustained BUCS performance |
| **9** | BJA Pathway Performance centre   * deliver the requirements of the PPC contract * administer and deliver the AASE programme (or its equivalent) working with all necessary stakeholders (eg; SGS, BJA, England Judo) * actively recruit athletes to the Programme |
| You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager.  You are required to follow all University policies and procedures at all times and take account of University guidance | |

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**Person Specification**

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| **Criteria: Qualifications and Training** | **Essential** | **Desirable** |
| * Educated to, or working towards, degree level of Sports related subject (or equivalent vocational coaching experience/ level 4 qualification) |  | √ |
| * BJA Coaching Award Level 2 | √ |  |

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| **Criteria: Knowledge and Experience** | **Essential** | **Desirable** |
| * Experience of coaching athletes at an elite level of performance | √ |  |
| * Knowledge of strategies for raising elite performance in sport |  | √ |
| * Experience of coaching within an high performance/ talent environment | √ |  |
| * Knowledge and experience of an integrated model of delivery |  | √ |
| * Excellent knowledge of sports development |  | √ |
| * Knowledge of the BUCS Judo system | √ |  |
| * Engagement with club network, ideally with the experience and understanding of the talent pathway in Judo |  | √ |

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| **Criteria: Skills and Aptitudes** | **Essential** | **Desirable** |
| * Able to work under pressure, handle multiple priorities and meet deadlines. | √ |  |
| * Excellent interpersonal skills and the ability to influence at all levels. | √ |  |
| * Effective communication skills | √ |  |
| * Empathy for the demands and pressures of a full time training programme in an educational establishment | √ |  |
| * High levels of organisational skills | √ |  |
| * Ability to work on own and as a team | √ |  |
| * Passionate about and committed to the development of the elite sports programmes | √ |  |
| * Reliable and punctual |  | √ |
| * Willingness to undertake training related to continual professional development |  | √ |
| * Strives for continuous improvement leading to excellent performance |  | √ |

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| **Effective Behaviours Framework**  The University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously. |
| **Managing self and personal skills:**  Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others. |
| **Delivering excellent service:**  Providing the best quality service to all students and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards. |
| **Finding innovative solutions:**  Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation. |
| **Embracing change:**  Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas. |
| **Using resources:**  Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of the University. |
| **Engaging with the big picture:**  Seeing the work that you do in the context of the bigger picture e.g. in the context of what the University/other departments are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others. |
| **Developing self and others:**  Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the University. |
| **Working with people:**  Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills. |
| **Achieving results:**  Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria. |