

# ASSISTANT COACH

## Job Description

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**POST TITLE:** ASSISTANT COACH (SENIOR / JUNIOR ROLES)

<b>DEPARTMENT:</b>	Development / Talent
<b>REPORTS TO:</b>	Head of Talent Pathway / Head Coach
<b>RENUMERATION:</b>	£40 per day (min. 12 contact days) plus travel expenses at £0.35 p/mile
<b>CONTRACT PERIOD:</b>	2 years
<b>LOCATION:</b>	The successful candidate will be expected to undertake such travel as is necessary to fulfil the duties of the job.

### Job Purpose

The Assistant Coach will support the Head Coach in being responsible for all players within their squad (senior or junior). The main purpose of the post is to support the coaching and training elements in consultation with the wider Development/Talent Team.

They will contribute to the following:

- The coaching element of any talent selection events
- Support the Head Coach, talent training squads and events/competitions
- Support the development and implementation of individualised training plans for each identified player where required alongside the Head of Talent Pathway and Head Coach.

### Key Responsibilities and Deliverables

- 1) Uphold the core behaviours and values of Rounders England to contribute towards a high performing team.
- 2) Work within and enforce the Rounders England Codes of Practices at all times.
- 3) Ensure that 'Safe Practices' are maintained at all-times in line with Rounders England's Safeguarding policies and minimum standards.
- 4) To work alongside the Head Coaches to ensure a robust high-quality framework of training and competition opportunities are available throughout the England Talent Pathway.
- 5) Support the design and delivery of session plans to guarantee activity is effectively and efficiently managed to ensure players receive the highest quality experience.
- 6) Assist in the communication of information to players, parents and appropriate Rounders England Departments to ensure that everyone is clear on current practices and new developments.
- 7) Support the collation and maintenance of England Player performance records and liaise with Rounders England, Head of Talent Pathway, Head Coach, players and parents (where required).
- 8) Undertake relevant coach education opportunities and support to ensure they continue to develop and keep up to date with current practices.
- 9) Be an ambassador for Rounders England's talent pathway.
- 10) Liaise with Rounders England to maintain professional standards when supporting talent events.
- 11) To attend talent staff meetings and training where expected.

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## **Additional Information**

- 1) The post is offered subject to an acceptable Enhanced DBS disclosure.
- 2) The post holder must maintain an appropriate standard of confidentiality and comply with Rounders England's Company Rules, Policies and Procedures.
- 3) Take part in any annual reviews regarding the talent programme
- 4) The Job Description may be subject to change at the discretion of Rounders England and in accordance with business developments. Any changes will be communicated to and consulted with the post holder appropriately.
- 5) Willing to undertake continual professional development opportunities annually.

## **Required Qualifications & Skills**

- 1) Current\* First Aid Certificate
- 2) Current\* Safeguarding and Protecting Children / Adults at Risk Certificate.
- 3) Current\* & Valid Driving Licence
- 4) Hold (or working towards) the Level 2 Certificate in Coaching Rounders
- 5) Proven record of recent\* coaching experience in Rounders
- 6) Able to adapt programmes according to the needs of audience and the context.
- 7) IT literate and competent in the use of Microsoft Office Applications.
- 8) Demonstrates a high level of planning and recording/ reporting skills.
- 9) Demonstrates highly effective communication skills that meet the players' individual needs

(\*dated within the last 3 years)

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## Person Specification

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	Essential	Desirable
<b>QUALIFICATIONS</b>	<p>Hold (or working towards) the Level 2 Certificate in Coaching Rounders</p> <p>Current* First Aid certificate</p> <p>Current* Safeguarding and Protecting Children / Adults at Risk Certificate.</p> <p>Current* &amp; valid driving licence</p>	
<b>RELEVANT EXPERIENCE</b>	<p>Proven record of recent* coaching experience in rounders</p> <p>Can demonstrate a track record with current technical knowledge and experience of performance planning.</p> <p>Demonstrable experience of successfully working with groups of coaches and volunteers.</p>	<p>1-2 years of experience in an environment that involves the development of talented athletes.</p> <p>IT literate and competent in the use of Microsoft Office applications.</p>
<b>KNOWLEDGE AND SKILLS</b>	<p>Show competence in coaching rounders skills.</p> <p>Knowledge of the specific preparation needs of rounders athletes and coaches in training.</p> <p>Able to adapt programmes according to the needs of audience and the context.</p> <p>Demonstrates a high level of planning and recording/ reporting skills.</p> <p>Demonstrable team management and decision-making skills.</p> <p>Demonstrable interpersonal and communication skills.</p>	<p>A knowledge and understanding of the following areas:</p> <ul style="list-style-type: none"> <li>• Sport science knowledge</li> <li>• Talent development</li> <li>• Sport psychology</li> <li>• Physio</li> <li>• Strength &amp; conditioning</li> </ul> <p>Knowledge and understanding of athlete development models and ongoing research.</p>

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## PERSONAL QUALITIES

IT literate and competent in the use of Microsoft Office Applications.

Able to support athletes in their transition from school/club to national level, building effective relationships with athletes, coaches, parents/carers and volunteers.

Demonstrate a passion for rounders

Ability to demonstrate integrity and appropriate working relationships with key partners.

Ability to demonstrate confidence, empathy, enthusiasm and initiative, while being presentable and articulate.

Represents the values and behaviours of Rounders England.

Willingness to seek personal development opportunities.

## CIRCUMSTANCES

Current full driving licence and access to transport to meet the requirements of the post.

Able to regularly work unsocial hours including evenings and weekends with overnight stays when required.

Satisfactory Disclosure and Barring Service certification.

(\*dated within the last 3 years)

We would consider applications from individuals that do not have all the essential requirements from the Person Specification listed, as Rounders England could help develop a promising candidate that lacked some qualifications or experience by putting them through the required coaching qualifications for the post.