



Position Description

Job Title:	National Manager of Coaching Development
Reporting To:	Director HP / Board of Orienteering Australia
Performance Review Period:	Annually

OVERVIEW

The National Manager of Coaching Development is responsible for:

-) The national coaching development program and standards
-) Coach accreditation and re-accreditation
-) Coach and athlete development materials and curricula, and
-) Monitoring and development of the coach and athlete pathways in collaboration with the Head Coach.

The aim is to secure a coaching development strategy linking and coordinating programs between clubs, states and Orienteering Australia (OA) to develop the number and quality of coaches, support athlete improvement at all levels, and enhance the quality of coaching activities. This forms an important part of OA's objective of strengthening coaching availability as part of giving all orienteers, regardless of their current level in the sport, the opportunity to improve their performance to the best of their ability. This supports OA's strategic aim to ensure it is fun and easy to start and keep orienteering for people of all ages, abilities and experience.

SCOPE AND RESPONSIBILITIES

This role formally reports to the Director (High Performance) and is a part of the High Performance Management Group (HPMG) together with the Head Coach, Administrator of Coaching Development and High Performance Administrator. Central to this role is the need to build and maintain strong relationships with system partners and stakeholder groups such as Sport Australia, State Associations, State Directors of Coaching, the High Performance (HP) and Coaching Committee, OA's Executive Officer, the OA Board, and the other members of the HPMG. In particular, this position guides and supports the Administrator of Coaching Development and the State Directors of Coaching.

The core functions of the National Manager of Coaching Development are to:

-) Define and execute a national coaching development plan to support the needs of schools, clubs, states and OA in collaboration with the State Directors of Coaching.
-) Oversee and facilitate the development and revision of coaching curricula, coach accreditation and re-accreditation criteria and procedures, and associated materials.
-) Identify existing resources and lead the development of new resources to assist coaching development.
-) Investigate and propose funding and project opportunities related to coaching development.
-) Manage the execution of prioritised coaching projects in order to secure agreed project scope, deliverables, cost and schedule.
-) Together with the Administrator of Coaching Development, implement processes to measure, evaluate and streamline the coaching development program.
-) Develop strategies, information and pathways to engage young people in coaching.

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-) Create a national coaching course calendar and facilitate coaching programs and national development workshops, in particular for Level 2 and Level 3 coaches.
-) In collaboration with the States, ensure news and information related to coaching is continuously communicated to the orienteering community.
-) Engage with States on event planning, emphasising the importance of relevant, exciting, accessible and inclusive events for athlete development and coaching impact.
-) As a member of the HPMG, share in convening, chairing and administering HP and Coaching Committee meetings including meeting notification, agenda and minutes.

KEY COMPETENCIES

1. LEADERSHIP

-) Demonstrated passion and enthusiasm for the organisation's vision to strengthen coaching at all levels of orienteering. Motivates, leads and empowers others to achieve organisational goals and efficient, purposeful administrative standards.
-) Inspires and leads others toward high levels of organisation and collaboration. Shows initiative by implementing processes to support state coaches and state directors of coaching.
-) Credibility and attainment of respect of coaches and key stakeholders through demonstrated personal integrity, knowledge of coaching, management of people and professional organisational and communication style.

2. KNOWLEDGE OF ORIENTEERING COACHING

-) High-level knowledge of the coaching of state level squads in orienteering and current coach and athlete pathways, including the relevant coaching curricula, policies and procedures at state and national level.
-) Strong appreciation of the demands of orienteering coaching at the national, state and club level, preferably with experience as a coach at a state level or similar vocational expertise.

3. RELATIONSHIP MANAGEMENT

-) Ability to establish and maintain positive working relationships with key stakeholders.
-) Ability to influence and gain support and buy-in of state programs and national coaches.
-) Ability to work collaboratively in lead-support structures in a team environment.

4. PROBLEM SOLVING AND ANALYSIS

-) Ability to analyse policy and program issues, draw correct conclusions, see opportunities and articulate focussed policy, communication and process improvements.

5. STRATEGY FORMULATION

-) Ability to formulate strategies and policies, and create new approaches to diverse situations, through a deep understanding of a coach and athlete pathway structures, values and priorities and a variety of state coaching landscapes.
-) Ability to translate strategies and operational plans into action by involving others.

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6. COMMUNICATION SKILLS

- J Ability to effectively communicate administrative requirements to state coaching administrators, to ensure optimal organisation of coaching development activities.
- J Ability to actively listen, seek information, and ask questions to ensure the understanding of underlying concerns of others.
- J Effective use of ICT tools software and web based platforms to enhance communication between all stakeholders.

7. PERSONAL OBLIGATION

- J Has the ability to organise time best to the advantage of Orienteering Australia.
- J Prioritises and manages the key tasks of the role, within the time allocation for the position and maximises the use of the energy of others to contribute to goals.

8. SKILLS AND KNOWLEDGE

- J Computer literacy is essential including MS Office suite along with an aptitude in learning other specific software for collaboration on documents and data.
- J Fundamental skills in project management to meet agreed scope, cost and schedule.
- J Knowledge of the principles of sport development (coaches and officials) and how to apply these in a practical setting to orienteering.
- J Understanding of the principles of what motivates coaches and what makes a good coach at various levels of the athlete pathway as well as the importance of both technical and interpersonal skills in coaching.

9. PERSONAL ATTRIBUTES

- J Excellent verbal and written communication skills with an ability to relate to a wide range of people from different age and cultural backgrounds.
- J Capable of working within a team or independently.
- J Reliable, with a good work ethic, and the ability to maintain progress under ambiguity.

Employee Signature _____ Date _____

Manager Signature _____ Date _____

Next Appraisal Date _____

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