



Training Officer

Job Description

Role:	Training Officer
Responsible to:	Club Committee through the chairperson
Role purpose:	To organise a programme of coaching and provide support to club coaches
Commitment:	Committee meetings and organising courses

Main Tasks

To facilitate and coordinate the training of new and existing coaches and to enable both Junior and senior paddlers within the club to achieve their personal goals within the training environment.

To keep detailed and accurate records of all club coaches and their status. (To include CRB checks and renewal dates).

To ensure coaches are aware of the latest requirements for B.C.U. approved coaches.

To liaise with coaches and the B.C.U. to ensure that all club coaches, and also club members wishing to gain coaching status, are aware of any available courses that they may need to undertake.

To liaise with the B.C.U. to ensure the club conforms to the latest requirements for Child protection as applied to coaches and other coach lead events. To liaise with the other club officers (C.P.O. and other relevant committee members) to ensure proper child protection guidelines are being adhered to.

To liaise with the Club Course Coordinators and coaches to ensure that the courses run by the club have the relevant level coach and the correct ratio of coaches to students

Skills required

Organised and Knowledgeable about coaching qualifications and methods

Basis administration and organisational skills

Good communication and enthusiastic

Committed to providing safe, ethical, effective and paddler focused activity