

<b>Job Title</b>	<b>Yachting New Zealand, Coach Development Manager</b>
<b>Reports to</b>	Yachting New Zealand, Chief Operating Officer
<b>Direct Reports</b>	Coach facilitators
<b>Relationships</b>	<p><b>External</b> Coaches, Yacht Clubs, Regional Associations, Class Associations, YNZ Members, Sport New Zealand, High Performance Sport New Zealand, Regional Sports Trusts, Funders, Tertiary Providers, other relevant National Sports Organisations</p> <p><b>Internal</b> Yachting NZ Staff and contractors</p>
<b>Contract Type</b>	Permanent Full Time
<b>Date Ratified</b>	04/03/19

**The role:**

- To lead coach development, support, education and training opportunities, from novice towards high performance;
- To ensure the effective implementation of the coach development strategies as detailed within the Coach Development Plan;
- The coordination of personnel and programmes within coaching to achieve the desired outcomes of the Coach Development Plan.

**Outputs of the role:**

<ul style="list-style-type: none"> <li>• Promote the coaching pathway and other development opportunities</li> <li>• Promote Yachting New Zealand key philosophies around key skills and coaching priorities</li> <li>• Develop an approach to attracting more coaches / set appropriate targets for increasing the number of accredited coaches over the next three years and implement their induction</li> <li>• Regular engagement with Yachting New Zealand team members including regionally based staff</li> <li>• Provide mentoring and development opportunities for coaches at clubs throughout New Zealand. This includes hands on coaching and up skilling opportunities (including Yachting New Zealand run clinics)</li> <li>• Ensure delivery of coach education courses at all levels; mark and assess participant coursework and provide feedback</li> <li>• Arrange regional forums and conference as required</li> <li>• Ensure coach development is inclusive of sailors with a disability</li> <li>• Ensure material is up to date and that courses are delivered in a way that suits the regions</li> <li>• Develop online learning resources to aid in the education and development of coaches</li> <li>• Ensure a group of high-quality facilitators for all Yachting New Zealand courses across New Zealand, including their ongoing development</li> <li>• Facilitate coach development courses where required</li> <li>• Process qualification revalidations and applications for recognition of prior learning</li> <li>• Work with the Yachting New Zealand High Performance team to connect club and national level coaches with the high-performance area</li> <li>• Engage with Regional Sports Trusts, Sport New Zealand and other NSO's to leverage coach development opportunities for sailing</li> <li>• Gather resources (photos, video, information) to assist in general with coach development</li> <li>• Manage the Coach Development Plan / Yachting New Zealand coaching system including regular reporting for Yachting New Zealand and external funders</li> </ul>
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- Provide input and support where required to the development of Yachting New Zealand training and development programmes
- Produce regular newsletters and maintain social media accounts
- Manage the regional coaching budget
- Maintain and grow relationships with key stakeholders
- Carry out any other activities that may be requested from time to time by the Chief Operating Officer or Chief Executive

#### **Outcomes**

- Coaching pathway and development opportunities well defined and promoted
- Education delivered to meet needs of coaches
- More coaches in New Zealand at club and national level
- Increase quality of coaching at club and national in line with Yachting New Zealand philosophies
- Sound planning process for coach development
- Review all current courses and ensure all material in coach education pathway is world leading

### **Coach Development Manager**

#### Person Specification

#### **Experience and Knowledge**

- Expertise in coaching
- Experience in yachting
- Expertise in budgeting and management of resources
- Experience in working with volunteer networks
- Experienced managing and delivering projects
- Experience working within national sports organisations

#### **Skills and attributes:**

##### Management capabilities

- Ability to understand and discuss Yachting New Zealand's goals and strategies
- Sound project management skills and planning skills
- Timely and succinct reporting skills

##### Relationship management and communication

- An ability to communicate clearly and effectively with a wide range of people in all situations
- An ability to form successful relationships with stakeholders

##### Personal attributes

- Strong networking abilities
- Lateral thinking abilities
- Ability inspire confidence
- Strong communication abilities written and verbal abilities
- Consultative interpersonal style
- Creative problem solving
- Capacity to understand wider picture
- Honest, high standards of integrity

- Personal commitment to performance improvement
- Excellent time management skills
- Ability to organise and manage multiple tasks and projects to meet deadlines.
- Passionate about the value of coaching