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| **Role** | **Lead Coach and Development Officer** |
| **Role purpose** | Organise a programme of coaching and development for members and provide support and co-ordination to club coaches. |
| **Responsible to** | Club committee through the chairperson |
| **Duties** | 1. Work with the coaches, leaders and event co-ordinator to organise river trips and events, ensuring events are provided for varying interests and abilities, supporting the stated aims and objectives of the club. 2. Encourage new paddlers to take formal qualifications. 3. Strive to extend the coaching base within the club to meet the needs of the club and its members. 4. Promote high quality coaching and actively encourage and support the clubs coaching team in their continued coach education and professional development. 5. To arrange, as appropriate, mentoring support for new and existing coaches within the club. 6. To promote and identify with appropriate club funding support for coach development, aiming to ensure financial and practical support for coaches to advance their coaching skills, knowledge and qualifications, in order to meet the needs and aspirations of the club. 7. To make appropriate representations on coaching matters to the British Canoeing Coaching Team via the Local Coaching Representative. 8. To contribute to the management of any British Canoeing employed coaches appointed to the club. 9. Ensure that all club policies and procedures related to coaching and coaching sessions are reviewed annually. 10. Organise systems for the Club Coaching Team to discuss relevant coaching matters as appropriate. 11. Ensure coaches renew membership to British Canoeing to maintain their update status. 12. Ensure all coaches fulfil the British Canoeing Coach Update requirements. 13. To produce a workforce program for the coaching requirements of the club and communicate this to the CSP, LCO and PDO. 14. Regularly attend pool sessions and club events. |
| **Qualities** | Competent and confident paddler, able to set a good example to others. Enthusiastic and supportive.  Able to communicate well with paddlers of all ages.  Basic administration and organisation skills.  Good communication, enthusiastic and able to motivate others.  Committed to providing safe, ethical, effective and paddler focused activity. |
| **Other** | Have an understanding of BC coaching structure and star awards. |

**Resources to assist in role:** British Canoeing Coach Policies and Procedures