

JudoScotland Job Description

Post: Education and Development Executive

Responsible to: Education and Development Manager

Ref. EDE/2011



Main Purpose of Job

The main purpose of the Education and Development Executive (EDE) position is to operationally develop, coordinate and implement the JudoScotland (JS) national education and development programmes. This will encompass the operational delivery of programmes of education, sports development and continuing professional development across the JS operational remit, with a particular emphasis on coach and officials' education and development. The appointed individual will assist in the successful delivery of the United Kingdom Coaching Certificate (UKCC), which will necessitate effective partnership working with **sportscotland**, the British Judo Association (BJA), **sportscoachUK** and other relevant stakeholders.

Responsible for:

1. Lead Partnership working responsibilities for a designated Scottish region(s);
2. The development and operational delivery of the JS national education and development programme, to include the implementation of the United Kingdom Coaching Certificate (UKCC);
3. The development and operational implementation of a programme of training and development for JS supported technical and competition officials;
4. The operational management of a coach licensing scheme and officials licensing scheme within Scotland;
5. To deliver educational, developmental and continuing professional development requirements across JS.

Specific Responsibilities and Personal Duties

Administration and Corporate Governance

- To report on a monthly basis to the Education and Development Manager (EDM);
- To operationally deliver the JS national education and development programme, including the implementation of the United Kingdom Coaching Certificate (UKCC) within judo in Scotland;
- To operationally implement a programme of training and development for JS supported technical and competition officials;
- To effectively coordinate any temporary, part-time and/or contracted staff delivering education and development services;
- To implement appropriate monitoring systems across the EDE team;
- To provide high quality verbal and written reports as and when required to a variety of audiences;
- To ensure the maximisation of all available resources at all times.

Finance

- To utilise and monitor allocated budget(s) as agreed with the EDM;
- To assist with the preparation of funding applications and reports (both public and private) relating to their area of responsibility;
- To adhere to the JS financial procedures manual.

Planning & Management

- To plan, implement and monitor their work programme in relation to the education and development aspects of the corporate plan in negotiation with the EDM;
- To effectively coordinate any temporary, part-time and/or contracted staff delivering education and development services;
- As part of a corporate-working approach, the successful candidate will be expected to contribute across all areas of the JS Corporate Plan as required;

- To contribute to, and/or staff JudoScotland event(s) where required.

Partnerships

Responsible for developing and servicing both current and new partnerships to further develop the sport of Judo. Partners may include, though not exclusively:

Sport-Specific Partners: British Judo Association; Home Country Judo organisations.

Generic Partners: **sportscotland**; sportscoachUK; Local Authorities; Secondary, Further and Higher Education establishments; other Sports' National Education and Development Staff.

Communications

Effective communication and professional interaction with, though not exclusively: JS professional staff members; JS Board of Directors; Volunteers; Member Clubs; Scottish Local Authorities; Scottish Educational establishments; sportscotland.

Contract Terms

This post is initially a contracted position to 1 April 2015, subject to the continued funding for this post from the national sports agency, **sportscotland**.

Remuneration and Benefits

Remuneration will be on the scale £22,000 to £28,000. Placement on this scale will be dependent upon qualifications and experience.

Applications

Applicants are asked to submit via post:

- **Two copies** of their Curriculum Vitae;
- A covering letter outlining their skills, personal qualities and experiences against the responsibilities and duties of the advertised role.

These should be forwarded **under confidential cover** to: Recruitment (EDE). JudoScotland, EICA: Ratho, South Platt Hill, Newbridge, Edinburgh, EH28 8AA.

Please note that no email applications will be accepted.

Closing Date

The closing date for applications will be 1200 hours on 23 February 2012.

Please note that applicants being short-listed for interview will be contacted by 29 February 2012. If we have not contacted you by this date, regrettably you have not been short-listed on this occasion and JudoScotland would like to thank you for your time and interest in the advertised position.

Interview Process

Interviews will be held on Tuesday 6 March 2012.

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The person specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will be used in the short listing and interview process.

Experience, Knowledge and Skills

Essential:

- Preferably educated to Degree level (or equivalent) in a relevant discipline;
- A valid and current sport-specific coaching qualification (at a minimum of UKCC Level 3 or equivalent);
- Significant, demonstrable experience of developing and delivering coach education and/or sports development strategies at national level;
- General competence in Microsoft software systems, to include, though not exclusively: MS Word; MS Outlook; and MS Excel;
- Demonstrable experience of budget management;
- Demonstrable experience of effective partnership working;
- Experience of working with volunteers;
- A current and valid driving license and access to a motor vehicle.

Desirable:

- Have successfully attended sportscoachUK Tutor Training;
- Have successfully attained Assessor and/or Internal Verifier qualifications (or equivalent);
- Current and valid first aid or basic life support qualification from a recognised organisation.

Personal Qualities

- A dynamic self-starter, energetic and enthusiastic;
- Good communication and facilitation skills;
- Good networking skills;
- Flexible, adaptable and well organised;
- Good forward planner;
- Ability to work effectively both alone and as part of a team;
- A demonstrable commitment to continuing professional development.

Equal Opportunities

JudoScotland is fully committed to the principles of equity and equal opportunities and is responsible for ensuring that no member, employee, or job applicant receives less favourable treatment on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious belief, class or social background, sexual preference or political belief.