

A Background to JudoScotland

JudoScotland (JS) is the **sportscotland**-recognised Scottish Governing Body (SGB) for the Olympic sport of judo within Scotland. It has a growing membership in excess of 5400 individual members and currently services 198 Clubs, 500 coaches and 140 officials.

Employment Overview

Delivery Team:	Performance Delivery Team	Reports to:	TBC
Budget Responsibility:	N/a	Direct Reports:	N/a
Employment Terms:	2 year Fixed Term	Salary banding:	Starting salary: £24,000
Hours of Work:	37.5 Hours per week	Holiday Entitlement:	27 days per year and 6.5 public holidays
Location:	JudoScotland, South Platt Hill, Ratho, Newbridge, EH28 8AA		

Primary Purpose of Position

“Coaching Futures” is **sportscotland**'s performance athlete-to-coach apprenticeship programme that involves former athletes engaging in a two-year funded coaching role within their Scottish Governing Body (SGB), whilst being supported by: individual and group professional development opportunities; a mentor; and peer apprentice coaches. The programme targets retiring and recently retired performance athletes with aspirations to develop a career in coaching and invests in SGB's that can provide a suitable environment for the coach to learn and develop their skills. The programme aims to: support the difficult transition of retiring athletes; provide a consistent influx of high calibre coaches; and sustain and retain expertise and experience within Scottish sport.

Key Responsibilities

Coaching Futures Programme

1. To develop technical coaching skills through practical coaching experience, working with and observing experienced and master coaches.
2. To develop understanding of the complexities of the performance development coaching environment, working with a team of coaches and staff.
3. To develop an individualised development plan and acquire a compliment of CPD opportunities to enhance formal qualifications.
4. To work alongside a master coach and mentor for the duration of the programme and;
5. To be part of a cross-sport learning community with apprentice coaches from different sports.

Sport-Specific Programme

6. To assist with the technical and physiological coaching delivery to JudoScotland (JS) performance programme and pathway athletes, on both a group and individual basis;
7. To effectively interact with **sportscotland** institute of sport support-service provision to maximise individual athlete progression;
8. To assist in the delivery of performance-related educational material to athletes, coaches and parents/guardians;
9. To support the effective communication of information with individual athletes, personal coaches and parents/guardians;
10. To support the Performance Team in the planning and delivery of programme plans through insight, deployment, reporting and evaluation;

11. To report on a weekly basis to the designated Line Manager
12. To undertake other activity as directed by the Performance Delivery Manager or the Chief Executive Officer.

Finance

13. To adhere to the JS financial procedures manual;
14. To maintain financial records in accordance with the JS's financial policies and procedures.

General, Administration and Corporate Governance

15. To promote a positive image of JS in all dealings with internal and external contacts;
16. To maximise the resources of JS at all times;
17. To protect confidential information and adhere to the policies, procedures and processes of JS;
18. To uphold the core values of and positively promote JS as the national governing body for judo-in-Scotland at all times;
19. To operate within the JS Equal Opportunities policies and strive to achieve any required equality targets;
20. To contribute to JS event(s) where required;
21. To be willing to work outside normal office hours including weekends and evenings as and when required in order to meet the requirements of the job;
22. To conduct other appropriate duties across the organisation as requested by the Senior Leadership Team.

Recruitment and Employment

Contract Terms

23. The position of Apprentice Coach (Coaching Futures Programme) will be offered on a contract basis commencing in 2021, through to 2023, and will be subject to the continued investment for this post from the national sports agency, **sportscotland**.

Remuneration and Benefits

24. For the successful candidate, salary commencement will be £24,000
25. In conjunction with government legislation, JS are required to automatically enrol all qualifying staff members into a qualifying pension arrangement and to make employer contributions to that pension. Further details of this will be supplied to the successful candidate.

Applications

26. Applicants are asked to submit a copy of their Curriculum Vitae and; a covering letter outlining their skills, personal qualities and experiences against the responsibilities and duties of the advertised role.
27. These should be forwarded by email to hr@judoscotland.com with the subject heading of Recruitment (CF2021)

Closing Date

28. The closing date for applications will be Friday 19th February. Please note that applicants being short-listed for interview will be contacted by Monday 1 March. 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

29. Interviews will be held between Wednesday 10 March and Thursday 11 March 2021.

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.

Due to the unprecedented impact of the COVID-19 pandemic on the sporting landscape JudoScotland would consider applications from athletes planning retirement post Tokyo 2020 Olympic Games.

Education and Experience	Essential	Desirable	Evidenced via
Previous experience as a performance athlete to an International Level of competition (or above)	✓		Application
Planned retirement from competition within timeframes outlined in job description or retired from competition within the last five years	✓		Application
Aspirations to develop a career in coaching	✓		Application
Resident in Scotland and committed to coaching in Scotland	✓		Application
Disclosure Scotland / PVG membership (or the ability to attain this)	✓		Application
Current and valid first aid or basic life support qualification	✓		Application
Demonstrable experience of developing performance-oriented techniques and skills with developing individual athletes	✓		Application and Interview
Experience of working as part of a cohesive team	✓		Interview
United Kingdom driving license	✓		Application
Educated to HND level (or equivalent) in a relevant discipline		✓	Application
A valid and current sport-specific coaching qualification (UKCC Level 2 or equivalent)	✓		Application
A valid and current sport-specific coaching qualification (UKCC Level 3 or equivalent)		✓	Application

Knowledge, Skills and Abilities	Essential	Desirable	Evidenced via
An understanding of the components of sports performance and performance coaching	✓		Interview
Knowledge of the Talent Pathway for judoka in Scotland	✓		Interview
A competent level of computer literacy/information technology (IT) skills, to include a demonstrable understanding of Microsoft Office	✓		Application and Interview
Reliable, committed and trustworthy	✓		Interview
Enthusiastic, energetic and self-motivated	✓		Interview
Excellent oral and written communication skills	✓		Application and Interview
A positive attitude towards making changes where necessary to improve efficiency and performance	✓		Interview
A willingness to work flexibly to meet the requirements of the role	✓		Interview

A willingness to undertake additional duties aligned to the role and/or across the organisation	✓		Application and Interview
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Equal Opportunities

JudoScotland is fully committed to the principles of equality 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.