

Position Description Coaching Convenor

Purpose	The role of the Coaching Convenor is to oversee our coaching programs, foster the growth and raise the standards of coaches in our Association
Responsibilities	<p>Primary responsibilities for the role of the Coaching Convenor include:</p> <ul style="list-style-type: none"> • To act as co-ordinator of the coaching sub-committee • To abide by the Constitution, standard policies and procedures (SOPPs) and codes of behaviour of the Association • Foster the growth and raise the standards of coaches in our Association. • With the assistance of the coaching sub-committee, facilitate coaching workshops and programs for our coaches. • Ensure that information is made available to all coaches regarding theory and practical assessments, camps and any other coaching opportunities that may occur. • Assist and liase with club coaches. • Maintain a database of all Association coaches and their accreditation. • If required, attend general meetings of the Association and present a report.
Requirements	<p>Must be a nationally accredited Coach with a minimum of a Development Level coaching qualification.</p> <p>Current working with Children clearance (Blue Card)</p> <p>To act in the best interests of the Association at all times.</p>

Knowledge and Skills	<ul style="list-style-type: none"> • Basic IT competency – familiar with internet, email, word & excel • Strong communication and interpersonal skills. • Well organized. • Experience with planning. • Receptive to change.
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