

## ROLE PROFILE

<b>Job title</b>	Education Administration Officer
<b>Reporting to</b>	Coach Development Manager
<b>Location</b>	Cardiff International Sports Campus, Leckwith
<b>Salary</b>	In the range £18,000 - 21,000 per annum
<b>Contract</b>	Permanent
<b>Working pattern</b>	Full time (37 hours/week)  Flexible working patterns are available, and the role may involve occasional working at evening / weekend events within the 37-hour week
<b>Role purpose</b>	<p>In conjunction with the Coach Development Manager, be responsible for the co-ordination, administration, and implementation of all key elements within the education and training pathway in Wales. To also support the Coach Development Manager with all coach development activity.</p> <p>The coordination of all education, platform (Athletics Hub/Virtual Classrooms) requirements and website management for the training and development of Leaders, Coaches and Teachers.</p>
<b>Budgets</b>	Devolved budget responsibility.
<b>Key interfaces</b>	Coach Development Manager, National Talent Development Coordinators, Head of Development and Participation, Regional Club Development Officers, Regional Event Group Coordinator.

## Key responsibilities

- To plan and manage the booking and coordination of all face to face, blended and online learning education courses delivered by Welsh Athletics across Wales
- To support the various departments in the delivery of development programmes for leaders, coaches and teachers across Wales
- To liaise with Regional Development Officers and Run Wales Activators to ensure that there are sufficient educational courses to meet demand.
- To ensure all clubs and social running groups are aware of the education process for coaching through effective marketing and communication.
- To manage data analytics and reporting on the status of learner journey of all leaders, coaching assistants, athletics coaches (CiRFs) and Event Group coaches working towards and currently licensed.
- To support leaders and coaches with any DBS and safeguarding or licensing queries
- To manage and report on the relevant budget headings in line with the requirements of the role.
- To support the coordination of face to face and online coaching conferences, seminars and key events throughout the year.
- In conjunction with the Coach Development Manager, to establish an annual programme of education, training and CPD courses at all levels across Wales.
- To be responsible for the maintenance and upkeep of all education and training databases and records.
- To be the logistical lead for all leader, coach and teacher education courses and Welsh Athletics coach development programmes – to include booking of facilities, finalising dates, selection and communication with tutors and any other duties that may be required.
- Produce, update and revise the education and training areas of the Welsh Athletics website.
- To manage the Athletics Hub Portal and the interface with WA website course links
- To produce, review, update automated email correspondence around all educational course information and materials.
- To liaise with the Compliance Officer to ensure that all active Coaches have up to date DBS checks.
- To look at data on education course attendees for trends and insights.
- To support the Coach Development Manager in communicating development opportunities for those completing coach education courses and those looking to continue their learner journeys.
- Linking in with the relevant personnel within the performance department and providing administration support for any related programs that they may initiate.
- To manage the recruitment and development of Education Tutors
- To support the Coach Development Manager with specific projects and programmes from time to time, including the delivery of the Coaching Conference and other Development initiatives
- To provide logistical and administrative support to other departments within Welsh Athletics when required.

## Person specification

	Application	Interview	Task
<b>Essential</b>			
Possesses excellent verbal and written skills	✓	✓	✓
Possesses very strong Microsoft Office/ Excel skills	✓	✓	✓
Experience of customer/learner facing environments and managing customer/learner journeys	✓	✓	✓
Experience of working with data management systems	✓	✓	✓
<b>You should be:</b>			
A team player willing to facilitate development in a proactive, considered, and person-focused way	✓	✓	
An innovative thinker and problem solver, with a positive outlook to finding solutions for customers/learners	✓	✓	
Independent, considered, sincere and possess a powerful drive to engage our learner community		✓	
Highly organised with strong relationship building skills	✓	✓	
With support, able to work to monitor and evaluate customer/learner experience and course provision	✓	✓	
Able to provide some flexibility of working hours so as to undertake all areas of the job role effectively	✓	✓	
Have access to transport so as to get to, and from meetings, events and project sites and commit to working some irregular, unsociable hours (as required)		✓	
Willingness to work irregular hours, travel and attend overnight meetings	✓	✓	
<b>Desirable</b>			
Knowledge of the British Athletics Qualifications Pathway	✓	✓	
Knowledge of Safeguarding/DBS and sport coach licensing requirements		✓	
Experience working in Sport or Education Sector	✓	✓	
Experience of data led insight work	✓	✓	
Successful track record of customer/learner satisfaction and upselling of courses	✓	✓	
Experience of data analysis, working with budgets and reporting	✓	✓	
Experience using Zoom and Teams Platforms	✓	✓	
Experience of using a Learner Management System (Moodle)	✓	✓	
Competent with Welsh language and/or BSL	✓	✓	

This role profile is not exhaustive. It is intended as an outline indication of the areas of activity and will be discussed with you and amended over time in light of the changing needs of the company.

## Benefits Package

<b>Job title</b>	Education Support Officer
<b>Salary</b>	£18,000 to £21,000 pa per annum, full time
<b>Tenure</b>	Permanent
<b>Holiday</b>	25 paid days leave plus 8 days paid for bank holidays.
<b>Hours</b>	Full Time – 37hrs per week
<b>Other benefits</b>	Company Pension Plan (employer matching up to 6%) Free onsite parking at our office locations (NIAC, CISC) Funded training & career development opportunities
<b>Notice period</b>	3 months

## Want to join our team?

---

Please read the role profile carefully, particularly the essential education, skills & experience required to be successful before visiting our website to begin your application at:

- **Apply here:** <https://welshathletics.peoplehr.net/JobBoard>
- To aid us in ensuring we are increasing the diversity of our sport, we'd be grateful if you also completed [this Equality Monitoring form](#)
- **Closing date for applications:**
- **Interviews to be held in Cardiff:**

We reserve the right to close vacancies before the specified closing date, should a large number of applications be received. Please apply early to avoid disappointment.

We appoint using an open and transparent system based on current best practice and if you need any assistance in completing your application or require an alternative format, contact:

**Rob Sage, Welsh Athletics**

Rob.sage@welshathletics.org 029 20 649 844 / 07523 039 115

Cardiff International Sports Stadium, Leckwith Road, Cardiff, CF11 8AZ

### **Please note,**

We are committed to **safeguarding** and promoting the **welfare** of children and young people and expect all staff and volunteers to share this commitment.

The post applied for may be exempt from the Rehabilitation of Offenders Act and therefore the applicant has to disclose all spent convictions. Any posts involving contact with children or vulnerable adults are exempt.

We are committed to **inclusion** and embrace the spirit of all **equalities** legislation. Where possible we will always make reasonable adjustments for accessibility to anyone who requires it.

We are not able to offer visa sponsorship and all applicants must have the **right to work in the UK** to apply and be considered for this role. If you are a non-UK/EU National, you must have an appropriate working Visa to undertake employment.

Your **personal data** will be held for up to two years and used for Welsh Athletics recruitment purposes only, either alerting you to new vacancies or processed in accordance with a vacancy you later apply for.

We will never pass your details to third parties. To find out more about how we respect your privacy, please visit our web page 'Privacy, Cookies & Copyright'

- <http://www.welshathletics.org/privacy,-cookies,-copyright.aspx>

For more information about Welsh Athletics, visit our web site and the page 'About Us'

- <http://www.welshathletics.org/about-us.aspx>