



Scottish Gymnastics Job Description



Education Programme Manager

Status of role: Full time
Responsible to: Performance Coach Development Manager
Location: Caledonia House, South Gyle, Edinburgh

Role Summary:

Responsible for the management of all matters relating to formal Coach and Judge Education programmes

Key areas of responsibility:

- Contribute to the outcomes of Scottish Gymnastics 12 year strategy with particular focus to develop 'People' by providing accessible world class support programmes for coaches, officials and volunteers.
- Manage the formal coach & judging education programme to support the workforce on their continued learning journey
- Lead responsibility for tutor recruitment, development and deployment across coaching, judging and verification

Key Objectives:

1. **Lead the management and programming of a progressive education qualification and support programme across all disciplines for Scotland's gymnastics workforce**
 - To provide an annual comprehensive coach & judge education programme that will service the needs of SG membership
 - To liaise with the British Gymnastics Team regularly in relation to education updates and system developments
 - To be responsible for the collation and management of all UKCC data relating to SG investment targets
 - To liaise with SQA on the approval of ADC Sports deliverers of UKCC
 - To be responsible for the collation and evaluation of candidate feedback on education delivery across SG education programmes
 - To be responsible for the SQA approvals of SG education programmes
 - To deliver upon the actions of Coaching Scotland framework in partnership with sportscotland
 - To be responsible for overseeing the data input by the education team, into SQA connect system
 - To attend both the BG National Coaching Education and BG National Judge Education Panels as and when required
 - To manage budgets and show good budget control in relation to formal education programmes
 - To design and deliver a mentoring programme / resource(s) for gymnastics coaches to develop technical knowledge and expertise
 - To develop resources with key partners to support coaches in ongoing learning
 - To work with key partners to develop resources to build the coaching and judging resource library

2. Lead the recruitment, development and deployment of Scottish Gymnastics' tutor workforce and ensuring world class delivery across all disciplines and courses

- To deliver annual standardisation forums for SG Tutors, Assessors and Internal Verifiers, ensuring quality practices are adhered to in line with the Scottish Qualification Authority (SQA)
- To ensure that appropriate monitoring mechanisms are in place in relation to the professional development of SG Tutors, Assessors and Internal Verifiers.
- The appointment, as required of SG Tutors, Assessors and Internal Verifiers.

Communication

- Communicate and interface regularly with:-
 - SG Performance Coach Development Manager & Head of Performance & Education
 - SG Staff
 - SG Technical Panels (Education & Judging Officer)
 - BG Education Team
 - **Sportscotland** Partnership Manager (Coaching)
 - Key national and local partners e.g. local authorities / trusts
 - Commissions, associations, clubs and development groups
- Develop and maintain strong effective partnerships and relationships with key agencies including BG, **sportscotland**, local authorities etc
- Represent the SG at all **sportscotland** ADC forums and Coaching Network Forums
- Represent SG at relevant Scottish, UK and regional forums / events
- Attend SG's AGM, staff meetings and management meetings as appropriate

Monitoring & Evaluating

- Provide regular monitoring and evaluation reports to an agreed format for Senior Management team, Board and any other relevant body
- Prepare reports as requested by the SG Board, SQA and **sportscotland** (on ADC)
- Work with colleagues in SG Education team, British Gymnastics and **sportscotland** to establish a robust system for capturing and reporting data in relation to coach development and application of learning

Other Duties

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the requirements of the post.

Criteria / Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to a degree level or equivalent in a sports related subject or exceptional work experience 	<ul style="list-style-type: none"> • Level 2 qualification (UKCC / equivalent) in gymnastics or another sport • A tutoring and assessing qualification • Professional Development Award (PDA)
Skills and Abilities	<ul style="list-style-type: none"> • Ability to motivate, provide direction and influence • Highly developed administration skills • Excellent interpersonal, communication and presentation skills with the ability to relate well to all levels of staff • Proven leadership ability including line management of multi-discipline teams • Effective advocate and negotiator • Well-developed analytical, problem solving and decision making skills • Ability to develop strong, effective working relationships with key partners • Ability to prioritise workload and manage time effectively • Competent IT skills • Self-motivated and able to work under own direction to achieve stated objectives within the necessary timescales • Has an innovative, proactive and solution focused mind-set 	
Experience	<ul style="list-style-type: none"> • At least 2 years proven experience of managing coach education programmes within a governing body and / or local authority environment or equivalent • Track record of leading and sustaining partnership working • Proven record of budget management and financial accountability • Proven experience within mentoring programmes (sports coaching or other) 	<ul style="list-style-type: none"> • Demonstrate experience of managing judge / officials education development programmes
Knowledge	<ul style="list-style-type: none"> • Proven knowledge of the sports industry • A good knowledge of development issues within a sporting environment • Knowledge of UK, National and local authority sports • A good knowledge of coach education and coach development 	<ul style="list-style-type: none"> • Knowledge of UKCC qualification framework and SQA awarding body function. • An understanding of the needs of coaches within a progressive system.
Personal Qualities	<ul style="list-style-type: none"> • Have integrity, drive, enthusiasm and initiative • Personal commitment to the development of gymnastics • Commitment to equality and diversity • Be able to manage conflict between groups and 	

	<p>individuals</p> <ul style="list-style-type: none"> • Ability to offer creative solutions to situations • Able to actively listen and influence others • Encourages positive and constructive collaboration between colleagues to create a strong team working environment 	
Other Requirements	<ul style="list-style-type: none"> • Commitment to ongoing professional development • Looks for appropriate opportunities to improve his/her areas of weakness • Hold a valid driving license 	



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