



## Job advert: Coaching and Sports Manager (0.6 FTE)

Royal Canoe Club is seeking a Coaching and Sports Manager to oversee the day-to-day management of water and land-based activities at the club.

This is a part-time role (**0.6 full time equivalent**), which equates to 22.8 hours per week. It may be possible to work additional hours in future years if the club's membership continues to grow.

The role attracts a salary of **£18,000**, plus an opportunity to earn an annual bonus through a profit-share arrangement with the club. If you hit your KPIs (see below), this would be a significant amount of additional salary paid at the end of the financial year.

In addition, the club will make contributions to your pension. We will also support your continued development as a coach, including through mentoring and exposure to relevant opportunities.

### The club

Royal Canoe Club is based on the river Thames at Teddington, London. We are a friendly and sociable club with an unrivalled tradition in sprint and marathon racing.

Founded in 1866, we are the world's oldest canoe club and our members have won Olympic, World and European Championship medals.

Our world class facilities include two gyms, a paddling machine room, motorboats for coaching, and a fleet of well-maintained K1s, K2s and K4s.

We are proud to be one of *Paddle UK's* 'Talent Club Partners' and we have an ambitious coaching programme. In the last 12 months, our junior membership has increased by over 25% and we've delivered coaching to more than 250 people. We aim to continue building on the success over the next 4 years.

### The role

A regular coaching schedule will be agreed with the successful candidate when they are appointed. We expect that you will work longer hours in summer months and shorter hours in winter months to meet the demands of the club.

The role is critical to delivering the club's junior coaching programme, which develops young paddlers of all ages and abilities – from beginners to international medal winners.

As Coaching and Sports Manager, you will work closely with club volunteers and the full-time Paddle UK coach.

You will have responsibility for:

- delivering a programme of **high quality sessions** for junior paddlers of all abilities (groups A, B, C and D), ensuring all sessions are planned and have an assigned coach to lead them
- **recruiting new paddlers** of all ages to take part in club taster sessions, holiday clubs, courses, corporate days – and ultimately to become members of the club



- identifying further opportunities for **fundraising** (grants, events etc.) to secure the long-term financial sustainability of the junior programme
- ensuring **high standards and good practice** are adhered to by all of the clubs coaches and junior athletes
- ensuring that all of the **club's equipment is well maintained**, working with volunteers and the committee to repair and replace equipment as necessary

## **Role requirements**

### Essential

- Experience of coaching junior kayakers at all levels
- Ability to lead sessions on and off the water (kayaking, running, gym etc)
- Experience in building volunteer teams in a club environment
- Enthusiastic and committed
- Excellent interpersonal and communication skills
- High level of organisation and ability to solve practical problems
- Ability to work outside of normal office hours, including at weekends
- Commitment to Royal Canoe Club and its values

### Desirable

- At least Level 3 Coaching Certificate
- Powerboat license

## **Key Performance Indicators (KPIs)**

The KPIs for this role are to:

- Deliver a high quality junior programme, with high levels of satisfaction among junior athletes and their parents
- Grow the club's junior membership by 15% year-on-year
- Grow revenue from courses, camps and other paid activities.
- Deliver the junior programme within budget
- Improve participation in club sessions and at local/regional/national races

## **Application process**

Please send your CV and a cover letter of no more than 750 words to [ben@royalcanoeclub.com](mailto:ben@royalcanoeclub.com) by 23:59 Friday 16 May.

Your cover letter should explain how you meet the essential and desirable role requirements set out above, as well as your motivation for applying for the role.

Please contact [ben@royalcanoeclub.com](mailto:ben@royalcanoeclub.com) if you would like to discuss the role before applying.