



COACHING COURSE ADMINISTRATOR

SALARY:	£21,645 PER ANNUM PRO RATA
HOURS:	PART TIME (50%) 18.75 WORKING HOURS PER WEEK
TERM:	FIXED TERM – 2 YEARS
LOCATION:	ILKESTON, WITH POSSIBILITY OF HOME-WORKING
REPORTS TO:	COACHING CENTRE MANAGER

JOB SUMMARY

The Angling Trust are seeking an enthusiastic and hard-working individual to join the Angling Trust Coaching team. Reporting to the Coaching Centre Manager the successful candidate will be confident in communicating by both telephone and email in a public facing role. Have excellent organisational skills and attention to detail.

The role will involve coordinating the coach education programmes for Angling Support Coach and Lead Angling Coach by invoicing candidates, raising purchase orders, booking venues and tutors. It will also include processing application forms, managing data and uploading of data onto differing management platforms.

The role will involve working in collaboration with colleagues in the coaching centre, coach educators and participation team.

The Angling Trust is the National Governing Body in England, representing fishing, one of the country's largest participation sports. We are a not-for-profit organisation with a mission is to fight for fish, fishing and the environment, creating opportunities for all within society to experience fishing in a healthy aquatic world. It is joined in a collaborative and co-operative relationship with Fish Legal, a separate membership association using the law to protect fish stocks and the rights of its members throughout the UK.

Angling Trust is committed to equity, diversity and inclusion across our organisation, our membership and our sport. We particularly encourage applications from women and people who identify as Black, Asian or from a Minority Ethnic background, who are currently under-represented within our organisation. We offer family friendly, flexible working arrangements. We are members of the Sporting Equals Charter and we are actively participating in the Sport England sponsored Inclusive Employers development programme.

PRINCIPAL OBJECTIVES AND MAIN DUTIES

The Coaching Course Administrator will be responsible for:



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Item	Duties
1	<p>Administration</p> <ul style="list-style-type: none"> • Collating course lists and populating with learner's data • Uploading data onto 1st 4 Sport Parnassus platform including completion data for certificate award • Raising purchase orders in relation to coach educators, venues and supporting materials • Collating and uploading of coach licence data onto Angling Trust CRM • Posting of pre course, course and post course materials • Raise invoices for learners and courses • Populate Angling Trust website with available courses • Assign bursaries codes and track EA bursary funding.
2	<p>Communications</p> <ul style="list-style-type: none"> • Communicate effectively via email • Using online meeting tools such as Microsoft Teams and Zoom platforms • Field telephone communications regarding courses including coach licence and DBS processes
3	<p>Management</p> <ul style="list-style-type: none"> • Collate and coordinate courses nationally in best fit geographically and financially • Track progress against Coaching Centre 5 year business plan • Liaise with Coach Licence Administrator • Report to Coaching Centre Manager

PERSON SPECIFICATION

The successful candidate will have at least the following essential attributes:

Attribute	Essential	Desirable
EDUCATION/ QUALIFICATIONS	<ul style="list-style-type: none"> ▪ O Levels/GCSEs or equivalent 	<ul style="list-style-type: none"> ▪ Computer qualification ▪ Accounting quals



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<p>EXPERIENCE</p>	<ul style="list-style-type: none"> ▪ Working in Administration role ▪ Enthusiasm for working in a customer facing environment ▪ Excellent communication skills. ▪ Taking part in meetings on Microsoft Teams and Zoom platforms ▪ Ability to build productive external and internal relationships 	<ul style="list-style-type: none"> ▪ Proven track record in administration ▪ Understanding of sport coaching
<p>SKILLS & KNOWLEDGE</p>	<ul style="list-style-type: none"> ▪ Enthusiasm and a positive attitude to learning new skills ▪ A strong communicator at all levels with good interpersonal skills, a high standard of written English, an excellent telephone manner. ▪ Ability to work independently to achieve objectives ▪ Good administrative skills, including comprehensive skills in the use of Microsoft Office and Sharepoint 	<ul style="list-style-type: none"> ▪ Understanding of the wider influences of angling in the community and environment
<p>QUALITIES</p>	<ul style="list-style-type: none"> ▪ Self-assured, confident and capable ▪ Ability to work on own initiative alone and as part of a small team ▪ Able to identify opportunities and develop solutions 	
<p>OTHER</p>	<ul style="list-style-type: none"> ▪ Be willing to undertake further training and development as necessary. ▪ Able to work evenings and weekends on occasion. 	



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OTHER INFORMATION

Responsible to: The postholder will report to the Coaching Centre Manager, who will conduct annual and interim reviews of performance against targets.

Location: Office-based at our Ilkeston (Derbyshire) office. with potential for limited home-working, ideally within one to two hours of Ilkeston.

Working hours: 18.75 hours each week, ordinarily between Monday to Friday 9am to 5pm. Specific working pattern to be agreed with line manager. On occasion some evening and/or weekend working will be required. We are open to discussing flexible working arrangements and job share opportunities.

Holidays: 25 days leave plus Public Holidays pro rata, increasing by 1 further day per year of service after 3 years of continuous service to a maximum of 28 days after 5 years' service. Time off in lieu may be accrued for weekend and significant evening working. 3 days of this annual leave must be taken between Christmas and the New Year.

Status: This is a fixed term contract for 2 years, but may be extended subject to funding and performance.

Closing date: 3 May 2022. Interviews are likely to be during week commencing 9 May 2022.

Start date: ASAP.

Miscellaneous: where appropriate the postholder will be provided with use of a laptop computer and mobile phone, which will remain the property of the Angling Trust at all times. Business expenses may be reclaimed in accordance with our policies.

Enquiries to: Richard Hadley, Coaching Centre Manager, richard.hadley@anglingtrust.net

Applications: Should be submitted using our application form available from our website at <https://anglingtrust.net/about-us/angling-trust-vacancies/>. Applications should be submitted to Stuart Sharp, Head of Delivery, stuart.sharp@anglingtrust.net

