

JOB PROFILE

JOB TITLE	Coach Educator/ Assessor
REPORTS TO	Director of Coaching
KEY INTERFACE WITH	Development Managers, Tutor, Assessor and IV teams, Candidates.
JOB BASED AT	Course locations nationally
BUDGET RESPONSIBILITY	None
OVERALL PURPOSE	To deliver coach education courses, and assess candidates. To meet requirements of UKCC criteria.
KEY RESPONSIBILITIES	<p>Delivery of triathlonscotland coaching courses/ assessment of candidates</p> <p>Plan and prepare for delivery/ assessment. Utilising coach education guidance to ensure criteria of qualification and expectations of candidate are met</p> <p>Deliver/ Assess in a appropriate and equitable manner. Meeting the professional standards as identified in the tutor handbook.</p> <p>Completion/ administration of course paperwork. To ensure all aspects of qualification are completed, recorded and returned to coach education.</p> <p>To provide timely and appropriate reporting to the following:</p> <ul style="list-style-type: none">• triathlonscotland development officer• Coach education
SUCCESS CRITERIA / MEASUREMENTS	Positive feedback from candidates and RDM Accurate and full completion of course paperwork Positive internal/external verifier reports

PERSONAL PROFILE

RELATIONSHIPS	Establish professional working relationships with candidates, other coach educators and support staff.
COMMUNICATION	Communicates effectively and clearly in written, verbal and electronic forms.
STRATEGIC AWARENESS	An awareness of the overall plan for development and performance for triathlon scotland.
DRIVE AND ENERGY	Self-motivator, tenacious. Ability to adapt, organised, time efficient
PLANNING & DECISION MAKING	Is able to plan effectively to ensure delivery/ assessment is to the standard required. Decision making based on subjective and objective criteria as set out by qualification
INTEGRITY	Treats people with respect. Protects confidential information. Adheres to triathlon scotland and BTF policies and demonstrates loyalty.
CUSTOMER FOCUSED	Service quality focused. Looks to continually improve. Seeks feedback from customers and communicates this feedback.
EDUCATION & SKILLS	A level or equivalent in sport science, coaching or related subject. Minimum level 1 triathlon coach.(desirable UKCC level 2 or above) Computer literate, including Office products, specifically power point. Strong written and oral presentation skills. .
EXPERIENCE	Minimum of 2 years experience as Qualified Coach. Desirable : coach educator/ assessor, NVQ, I/V, quality management experience.