**SHETLAND TABLE TENNIS ASSOCIATION**

**Job Description.**

**Post Title:** Table Tennis Development Officer *(Part Time)*

**Location:** Various club and community venues across the Shetland Islands, travel required

**Reports to:** Committee Chairman and Development Plan Monitoring Committee.

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| **Purpose of Job**  To foster and promote competitive and recreational table tennis in Shetland, to attract more players of all ages, achieve higher standards and improve the profile of the sport. |
| **Main Duties**   * **Lead Coach Development.**   1. Draw up a Register of coaches   2. Organise coach education courses with Table Tennis Scotland, SRT and SIC. This would involve Teacher’s & Leader’s and Level 1 courses for first time coaches and Level 2 and 3 courses for those wishing to develop their skill-set further.   3. Mentor novice coaches by inviting them to sessions, where that can gain experience and confidence. * **Conduct Taster Sessions and Demo’s in Schools, Leisure Centre’s and Youth and Community Centres to identify kids and adults who are interested in playing table tennis.** * **Set up coaching, competition and social table tennis structures, initially in the 8 Development Areas of Unst, Brae, Aith, Lerwick, Scalloway, Cunningsburgh, Sandwick and Dunrossness.** * **Keeping statistical records of players, coaches, Leagues and Social Clubs to present in a report to the Development Plan Monitoring Committee in February and August and the AGM in August.** * Work closely with the SRT and SIC who manage venues, to identify opportunities to expand provision and promote sessions. * Increase the number of daytime/O50s sessions being held across the islands to at least 10 by the end of Year 2 * Work with new community clubs to enable them to become constituted organisations, affiliated to Table Tennis Scotland and with their own network of volunteers/coaches by the end of Year 3. * Support the setting up of breakfast/lunchtime/after school clubs in schools to be run by teachers or senior pupils, providing training where required * Work with Active Schools and other key partners to increase participation in table tennis activities across Shetland’s schools. |
| **Preferred Skills**   * Excellent interpersonal skills * Communication skills * Organisational skills * Time management skills * Good teamworking skills * Adaptability * Enthusiasm * Energy * Confidence. |
| **Relevant Qualification.**  • Minimum of basic coaching certificate, preferably UKCC Level 1 (or equivalent) in Table Tennis.   * Driving License. |
| **Hours of Work**  • Flexible working as required, averaging 16 hours per week over the 40 weeks.   * Remuneration of 20 pounds per hour. |
| **Disclosure Requirements**  • PVG membership for Vulnerable Adults and Children is an essential requirement of this post |

For further information, or to apply, contact Chris Graham.

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Closing date: 20th November 2022.

Funded by The Coastal Communities Fund and Table Tennis Scotland.