**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.
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| **Preferred Skills*** Excellent interpersonal skills
* Communication skills
* Organisational skills
* Time management skills
* Good teamworking skills
* Adaptability
* Enthusiasm
* Energy
* Confidence.
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| **Relevant Qualification.**• Minimum of basic coaching certificate, preferably UKCC Level 1 (or equivalent) in Table Tennis.* Driving License.
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| **Hours of Work**• Flexible working as required, averaging 16 hours per week over the 40 weeks.* Remuneration of 20 pounds per hour.
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| **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.