



Position Description

Position Title:	Coaching Development Manager
Reporting To:	High Performance Manager
Functional Relationships:	Personal Coaches of Athletes PNZ Sport Program Managers NSO Coaching Development Managers National Office Staff NZAS High performance personnel SPARC Coaching unit personnel
Staff Responsibilities:	No Direct Reports

Overarching Objective:

- Ensure world class coaches are working with disabled athletes.

Key Tasks and Areas of Responsibility

- Provide leadership in the area of coaching.
- Provide input and direction towards the development of the PNZ strategic plan and annual business plans, in the coaching area.
- Engage National Sporting Organisations to promote excellence in coaching athletes with a disability.
- Assist NSO's to integrate a disability component into their coaching programmes and pathways.
- Submit an annual plan and budget for PNZ's investment in coach support and development.
- Ensure education and training opportunities that are planned, organised, delivered and evaluated.

- Develop and regularly update coaching resources and education material specific to disability sport.
- Develop new initiatives in coaching strategies, pushing the boundaries of disability sport.
- Implement procedures for measuring PNZ coaching initiatives.
- Conduct annual performance appraisals with PNZ personal coaches.
- Generate performance development plans for PNZ personal coaches and facilitate delivery of plans.
- Lead national and local coaching forums, and drive the coach development pathways in both NSO's and PNZ.
- Work closely with NSO's to identify coaches for disabled athletes.
- Oversee the NZAS Carded Coaching program in conjunction with NSO's.
- Generate and maintain accurate databases of key coaching contacts.
- Undergo professional development training opportunities where necessary.
- Ensure that all SPARC/NZAS coaching outcomes are achieved within the required timeframes.
- Assist PNZ in promoting a culture that demands a greater expectation of performance, quality and achievement.

Skills Required

- Appreciation of the disability sport culture and environment.
- Coaching experience at community, national or international level, with relevant formal coaching qualifications.
- Excellent oral and written communication skills.
- Excellent presentation skills.
- Ability to facilitate and maintain strong personal relationships at all levels.
- Understanding of the needs of athletes, coaches and volunteers.
- Ability to establish and capture processes and systems of best practice

- Ability to record and manage information in a disciplined and concise manner.
- High level of initiative, an ability to work unsupervised.
- Computer literacy – word, excel, power point.
- Proven project management skills