

Job Description: National Aquatics center - Senior Diving Coach

Salary: Attractive package, Experience related – Details on application

To assist the Diving Manager in organising, developing and delivering a teaching and coaching program to meet the needs of diving in the National Aquatics Centre, Dublin (NAC), enabling divers at all levels from novice to international status, to reach their full potential.

Major tasks:

- Coaching of the Training Squads
- Promotion, development and delivery of performance diving at the National Aquatics Centre
- Managing all aspects of the day to day running of NAC Diving Academy Training Squads
- Diving Development Scheme (monitoring/evaluating/teaching)
- Ensuring service quality
- Marketing and promotion
- Attending competitions

Job activities:

In discharging the duties and responsibilities of this job, the post holder is required to positively implement all current NAC Policies, Regulations and Codes of Practice at all times. The role includes annual KPI's, targeting the development and growth of the NAC Diving Academy

Policies with particular relevance to this job are:

- Health and Safety Policy; Equal Opportunity Policy; Customer Care Policy; Normal Operating Procedures; Emergency Action Plan.

Health and Safety:

- Advise customers of safety rules in relation to their behavior as required
- Regularly provide accurate and detailed information to customers as requested by the customers or management staff.
- As required, take responsibility for the rapid and effective application of lifesaving skills.
- Occasionally attend to minor accidents, administer appropriate first aid treatment and make accurate legible records.
- Effectively discharge specified responsibilities in the event of an emergency situation.

Coaching:

- Under the guidance of the Diving Manager, the Senior Diving Coach will take responsibility for the coaching of the NAC Diving Training Squads and Talent Identification groups ensuring that the participants are given the opportunity of achieving their maximum potential, up to and including international level.
- Prepare and supervise training schedules to ensure progression and development.
- Under the direction of the Diving Manager, supervise and provide advice on land training aspects for the NAC Diving Training Squad members as required.
- Teach NAC Diving Academy learn to dive sessions when required
- Maintains up to date records of individual achievements and personal best scores.
- Be responsible for selecting divers entries into appropriate competitions.
- Attends specific competitions as directed by the Diving Manager and attends other top competitions alongside the Diving Manager as required.
- Helps supervise the work of other coaches operating within the coaching scheme and monitors the quality of work.

- Attends specific training camps as directed by the Diving Manager and attends other top training camps alongside the Diving Development Officer as required.
- To keep up to date with developments in Diving teaching and coaching.
- Liaison with the Committee of NAC associated Diving Club (Currently Shamrock DC).
- Assist the Diving Manager with the setting up and running of teacher training courses including staff training.

Diving Development:

- Provides statistical data and reports in respect of the Diving Training Squads.
- Co-ordinates the training and development of coaches under the supervision of the Diving Manager.
- Liaises with customers attending all sessions and works to ensure a high standard of customer care at all times.
- Monitors on a regular basis participants in the Diving Academy Learn to Dive Programme and assists customers wishing to become involved in the Diving Academy Training Squad structure.
- Attends meetings as requested by the Diving Manager.
- In the absence of the Diving Manager, arranges suitable cover both at competitions and squad training sessions.
- Involved in the promotion and marketing of the Diving Squads, including press releases, distribution of publicity material, organisation of NAC Diving Academy competitions and special events including assisting on courses, talks and presentations
- Monitors and evaluates performance constructive to both individuals and groups, including other coaches performances.
- The post holder may be required to work at locations throughout the region.

NB:

The demands of the service are such that the post holder is required to work very irregular or unsociable hours, which may fall between the following times:

Monday - Friday	5.00 am - 10.30 pm
Saturday	5.00 am - 10.30 pm
Sunday	5.00 am - 10.30 pm

Analysis of performance requirements and conditions

Senior Diving Coach is responsible for:

- Temporary and casual staff, volunteers and regular student placements

Decisions Made

- Shares responsibility for the coaching of NAC Diving Academy Training Squads.
- Helps with the training aspects of other coaches and provides guidance to Diving teachers as requested by the Diving Manager

Supervision Received

Spends a large amount of time working without direct supervision. Works on own initiative, referring any difficult or complex problems to the Diving Manager. Works with the Management and Marketing Team.

Work Complexity

Shares the responsibility for the coaching NAC Diving Academy training Squads including all levels and Masters Squad and must possess sufficient knowledge of coaching and dry land training. Be required

to assist in negotiations with other agencies including clubs, governing bodies. The post holder must be familiar with problems and difficulties of working with a wide cross section of the local community, particularly with equal opportunities and health related issues

Special Conditions

Required to work irregular and unsocial hours as part of the normal working week.

Contacts

Frequent direct contact with customers, especially Training Squad members. Frequent contact with club and committee members, daily contact with Diving Manager, regular contact with Departmental and Management staff.

Creative Work

- Ensures a high standard of safety.
- Devises training programmes suitable to all ability groups, including Masters Squad.
- Assists with recording and record keeping of individual and of group divers.
- Assists with the drafting of press release, promotional aspects and correspondence material.
- Ensures a high standard of customer care.

Education

- The post holder must hold qualification relative to the Swim Ireland/A.S.A/UKCC level 2 Teachers Certificate for Diving or above.
- Qualification relative to Gymnastics Ireland/BG Level one trampoline coaching certificate and/or level one assistant coach for gymnastics.
- RLSS Pool Lifeguard and First Aid Certificate are desirable.

The post holder will be required to update qualifications as necessary.

Experience

Previous experience of coaching at all levels and the attendance at major competitions are a necessary aspect of the job, together with a background/experience of sports development.