

### **Job Description: Senior Dryland Diving Coach**

**Role: Full time, permanent**

**Salary: Attractive package, Experience related - details on application**

To manage, organise, develop and deliver Gymnastics, Trampolining and NAC Diving Academy groups to meet the needs of the National Aquatics Centre and National Dryland Diving Centre Dublin (NAC), enabling NAC Diving Academy at all levels from novice to international status, to reach their full potential.

#### **Major tasks:**

- Responsible for Management and development of all aspects of the Dryland Diving Centre program's
- Coaching/teaching of all levels of the NAC Diving Academy's Dryland Diving/Gymnastics/Trampoline program's
- Supporting all aspects of the NAC Diving Academy 'Training Squads' Strength and conditioning and 'Dry land' training requirements
- Ensuring service quality
- Arranges all aspects of staffing for all Dryland Diving Centre sessions.
- 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 Academies Dryland Centre programmes

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.
- 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 and Senior Diving Coach the Senior Dryland Coach will take responsibility for the coaching of the NAC Diving Academy Diving Training Squad dryland, gymnastic and Strength and conditioning requirements.
- Responsible for delivery of Gymnastic and Trampolining groups ensuring that the participants are given the opportunity of achieving their maximum potential.
- Prepare and supervise training schedules to ensure progression and development.
- Teach Gymnastic and trampoline sessions when required
- Teach learn to NAC Diving Academy dive sessions when required
- Maintains up to date records of individual achievements and personal best scores.

- Attends specific competitions as directed by the Diving Manager and attends other top competitions alongside the Senior Coach and or 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 Manager as required.
- To keep up to date with developments in Diving, Gymnastic and Trampoline teaching and coaching.
- Assist the Diving Manager with the setting up and running of teacher training courses including staff training.

#### **Diving, Gymnastic and Trampoline Development:**

- Responsible for development of all aspects of the Dryland Diving Centre's program's
- Provides statistical data and reports in respect of the NAC Diving academy Dry programmes.
- Assists Diving Manager with Co-coordinating 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 Dryland center sessions and assists customers wishing to become involved in the Diving Academy Training Squad structure.
- Attends meetings as requested by the Diving Manager.
- Arranges suitable staffing provision for all Dryland Diving Centre sessions.
- Involved in the promotion and marketing of the Dryland Diving Centre, 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**

The Dryland Diving Coach is responsible for:

- All National Dryland centre staff, volunteers and regular student placements

#### **Decisions Made**

- Responsible for the management and delivery of all Dryland Diving Centre sessions
- Managing appropriate staffing levels for all session delivery
- Shares responsibility for the coaching of the NAC Diving Academy Training Squads dryland sessions.
- Helps with the training aspects of other coaches and provides guidance to Gymnastics, Trampoline and 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.

### **Work Complexity**

Responsible for the Development of all National Diving Dryland centre programmes. Coaching of NAC Diving Academy Gymnastics, Trampolining, learn to dive and Training Squad sessions including all levels and Masters Squad and must possess excellent knowledge of coaching and dry land/Gymnastic based 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 Diving Squad members. Frequent contact with club and committee members, daily contact with Diving Manager, regular contact with Departmental and Management staff.

### **Creative Work**

- Devises development strategies and programming specifically targeting participation increase and program diversity within the NAC Diving and Dryland Centre Academies
- Devises training programmes suitable to all ability groups.
- 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.
- Ensures a high standard of safety.

### **Education**

- The post holder must hold Gymnastics Ireland/UKCC Level 2 Gymnastics and or Trampoline teachers qualifications
- Swim Ireland/UKCC Level 2 Diving Teachers qualification, 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.