

Job Description

Head Coach of the National Centre (Ulster)

RESPONSIBLE TO:	National Performance Director
RESPONSIBLE FOR:	Sport Northern Ireland Institute Practitioners seconded to the work with and for Centre athletes
MEMBER OF:	Swim Ireland Extended Performance Team Swim Ireland Performance Advisory Group (PAG)
LOCATION:	The Bangor Aurora Aquatic & Leisure Complex in Bangor, Northern Ireland, and, on occasions, any other location at which it is necessary for Swim Ireland Performance coaching to take place, including locations both within and outside of Ireland, as directed by the National Performance Director
STRATEGIC LINKS:	National Head Coach (Swimming) Head of Performance Analysis Head of Physical Preparation National Performance Pathway Manager Performance Manager Swim Ulster Operations Manager Regional Pathway Development Coach (Ulster)

The Head Coach of the National Centre (Ulster) will contribute to the achievement of Swim Ireland's Performance aims, objectives and targets through the following:

KEY RESPONSIBILITIES:

1. Management & Leadership

- a. Along with the National Performance Director, drive and deliver the '2021-2024 Performance Plan' leading into the LEN European Championships (50m), the FINA World Championships (50m), the Commonwealth Games and Olympic Games within the Olympic cycle
- b. When requested, deputise for the National Head Coach (Swimming) when he/she is absent from the programme
- c. Line manage and mentor any Assistant Coach/s and SSSM Practitioners working within the National Centre (Ulster)
- d. Work harmoniously with staff members of Swim Ulster, the Bangor Aurora Aquatic & Leisure Complex and the Sport Northern Ireland Sport Institute
- e. Lead a multi-disciplinary team in relation to the National Centre (Ulster)
- f. Encourage the development of all coaching/SSSM staff within the National Squad Performance (PE), the Performance Transition (PT) and Performance Pathway (PP) programmes
- g. Mentor coaching staff within the National Squad PE, PT and PP programmes, including advising on session, cycle and season content and monitoring this, as felt necessary by the National Performance Director
- h. In consultation with the Performance Manager, plan and organise any National Centre (Ulster) training camps or preparation meets as agreed with the National Performance Director
- i. Support the National Performance Director in the delivery of National/Regional Performance related membership interactions/interventions and other similar initiatives when required

2. National Centre (Ulster)

- a. Develop the National Centre (Ulster) as a Performance and Performance Pathway Centre, with a primary focus in the development of Irish athletes for the 2022 Commonwealth Games and the 2024 Olympic Games and a secondary focus in the preparation of Irish athletes for the 2026 Commonwealth Games and the 2028 Olympic Games
- b. Lead and manage all aspects of the National Centre (Ulster)

- c. Organise and direct all coaching of Performance and Performance Pathway coaching sessions within the National Centre (Ulster)
- d. Plan, prepare and deliver the coaching of sessions for the Performance/Performance Pathway cohort within the National Centre (Ulster)
- e. Prepare in advance and distribute written coaching sessions/schedules for National Centre (Ulster) athletes where the post holder is not present and/or when required by the National Performance Director
- f. Upon request, provide the National Performance Director (via e-mail or hard copy) with plans of training cycles/sessions/schedules in relation to National Centre (Ulster) coaching
- g. Maintain a log of all coaching sessions written and undertaken. Such a log may be reviewed periodically at the request of the National Performance Director. All such records should be kept for the duration of the employment
- h. Manage and monitor the progress of all athletes through the National Centre (Ulster) programme
- i. Lead in the monitoring, recording and reporting of National Centre (Ulster) athlete attendance at pool sessions on a week-by-week basis
- j. Lead in the cyclical/seasonal target setting process and related communication for National Centre (Ulster) athletes
- k. Lead in the restructuring of National Centre (Ulster) coaching hours during school/university vacation periods or in the event of Bangor Aurora pool closure
- l. In the case of any coaching absence (illness, holiday or professional duties away from the programme) ensure that adequate coaching cover is in place
- m. Conduct athlete tests and the submission of such results and/or the submission any information/report writing as required for those National Centre (Ulster) athletes who are on Swim Ireland National programmes
- n. Fully support National Centre (Ulster) athletes prior to, during and post international selection (meets and camps) and prepare any necessary and relevant sessions, schedules or reports in advance of such activities with optimum athlete performance in mind. Liaise effectively with the athlete/s in question and the Head Coach of the respective National Team at all times during this process
- o. Attend all agreed domestic preparation meets with National Centre (Ulster) athletes
- p. Lead on the concept of the National Centre (Ulster) as a Centre for Performance education through an open-door policy
- q. Embrace both full time and part time athletes into the National Centre (Ulster) as appropriate for athletes at different developmental stages on the Performance Pathway
- r. Offer support to the Ulster Regional Programme as required and agreed with the National Performance Director, either directly or through the National Performance Pathway Manager and/or the Regional Pathway Development Coach (Ulster)
- s. Prepare and be responsible for the Centre allotted budget and resources

3. National Team

- a. Operate as a National Team Coach for international meets/camps on the Swim Ireland Performance calendar as required by the National Performance Director
- b. Operate as an advisor/coaching mentor for Junior/Youth National Teams

4. National Squad

- a. When required, and in association with the Performance SLT, plan and prepare for National Squad camps, meets and team activities as required
- b. Assist the National Performance Director, the National Head Coach (Swimming) and the National Performance Pathway Manager in managing and monitoring the progress of all athletes through the National Squad programme
- c. Liaise efficiently and proactively with the Performance Manager, the National Performance Director and other key stakeholders in relation to domestic, welfare and pastoral arrangements for meets/camps, including risk assessment, accommodation, transport bookings, meals, chaperones, drivers and other such necessary arrangements
- d. Assume a coaching role within the National Squad programme as required by the National Performance Director

5. Swim Ulster

- a. Submit Performance updates to the Swim Ulster Operations Manager as required and as agreed with the National Performance Director
- b. Work closely with the Swim Ulster colleagues to establish and monitor a network of Performance Pathway Clubs within Ulster that can provide a strong throughput of athletes to the National Centre (Ulster)
- c. Contribute to the Swim Ulster Coach support plan for an agreed number of identified Club Coaches
- d. If required, act as a Coach for the Commonwealth Games and/or the Commonwealth Youth Games, as agreed by the National Performance Director

6. Sport Northern Ireland & Sport Northern Ireland Sports Institute

- a. In association with the National Performance Pathway Manager and the Head of Physical Preparation, ensure that all SSSM services required for National Centre (Ulster) athletes are procured (via the Sport Northern Ireland Sports Institute where practical and feasible) and delivered by suitably qualified, experienced and able practitioners
- b. In conjunction with the Head of Physical Preparation, the National Performance Pathway Manager and Sport Northern Ireland Sports Institute Lifestyle practitioner/s, ensure that a programme of academic mentoring, pastoral and lifestyle support is developed for National Centre (Ulster) athletes

7. Partnership Liaison & Networking

- a. Liaise with the National Performance Director to produce reports for Swim Ireland and/or Swim Ulster PR colleagues for relevant media channels (external media, company website and company social media) following relevant meets, camps and/or individual achievements
- b. Support the National Performance Director in strengthening the relationships with the Olympic Federation of Ireland, Sport Ireland, Sport Northern Ireland, Commonwealth Games Northern Ireland and other key partners
- c. To provide advice and guidance to National Squad, National Team and/or National Centre (Ulster) parents/guardians/families and to handle all such communications in a professional, considered and expedient manner
- d. Liaise effectively and proactively with both internal and external support-service providers in relation to the health, well-being and welfare of National Squad, National Team and/or National Centre (Ulster) athletes
- e. Take a lead role in developing and mentoring coaches who are working with identified athletes and emerging talent, and contribute to planning and coach development initiatives when required by the National Performance Director
- f. Adhere to existing policies and contribute to the development of organisational and operational frameworks and processes that deliver a high level of duty of care to athletes and drive adherence to Swim Ireland's principles of athlete/staff welfare and well-being
- g. Assist (when required) in the recruitment of candidates to be employed within the Performance programme
- h. In consultation with the National Performance Director, operate as a talent identification coach for the Programme when required. Use such methods as necessary to promote National Centre swimming and the opportunities which exist within the National Centre (Ulster) for talented athletes
- i. Take a lead role in the instigation, development, promotion and progression of a National Centre (Ulster) based skill and technical clinic programme for Swim Ireland athletes who are external to the National Centre (Ulster) programme, in association with the Performance Manager
- j. Take a lead role in the organisation, promotion and development of a coach, parent and/or athlete education programme through National Centre (Ulster) based clinics, seminars, workshops and camps, in association with the Performance Manager
- k. Assist in the organisation, promotion, delivery and development of a swimming specific SSSM education programme for athletes, parents/families, coaches and National Centre (Ulster) support staff in association with the Head of Physical Preparation and the Head of Performance Analysis

8. Miscellaneous

- a. Take part in Performance Review arrangements made by Swim Ireland on a bi-annual basis

- b. Attend all necessary Swim Ireland meetings as requested by the National Performance Director
- c. Report information to the National Performance Director and the Swim Ulster Operations Manager as requested from time to time
- d. Maintain a Level 3 Swimming Coach qualification (or international equivalent) through compliance with the Swim Ireland Coach Licensing scheme
- e. Drive a personal performance development plan, actively identifying new areas for learning and committing to a culture of continual improvement
- f. Where required, support the National Performance Director in liaising with key funding and support agencies such as Sport Ireland and Sport Northern Ireland, the Sport Ireland Institute, the Sport Northern Ireland Sport Institute, Commonwealth Games Northern Ireland and the Olympic Federation of Ireland
- g. Contribute to the swimming element of the Sport Ireland Carding system and Sport Northern Ireland athlete investment scheme extant at that time, working with the National Performance Director to manage all requirements of these programmes to maximise the support of such identified athletes
- h. Work cooperatively with Swim Ireland staff, primary partners and sponsors to support marketing and promotional activities and media requirements
- i. Any other reasonable duties as required by the National Performance Director

This job description is not to be regarded as exclusive or exhaustive; it is to be seen as enabling rather than restrictive and will be subject to regular review. It is intended as an outline indication of the areas of activity and will be amended in light of the changing needs of the Performance Programme and/or Swim Ireland

September/October 2021