

JOB/PERSON SPECIFICATION

JOB DESCRIPTION

POST TITLE BJA:	Destination@BritishJudo Coach
LOCATION:	Various Locations – Bedfordshire, Leicestershire, Yorkshire
Key Relationships:	Destination@BritishJudo Administrator, Destination@BritishJudo Manager.

JOB PURPOSE

To develop and coach Judo in schools and Destination@BritishJudo community clubs in the local area encouraging you people to take up Judo and develop them through the sport. The main aim of Destination@BritishJudo is to bring Judo to more young people in England and increase the network of Judo clubs across the country.

Key Responsibilities

- 1 Coach Judo to children and young adults. This will happen in a school or club environment
- 2 Deliver structured, exciting Judo sessions in education and community establishments
- 3 Create and maintain a safe working and club environment at all times
- 4 Create and maintain a positive and friendly environment for members to learn the sport of Judo
- 5 To motivate and encourage participation in Judo at all levels with a focus on retention
- 6 Provide Judo demonstrations and taster sessions in schools and community groups
- 7 Liaise with and create positive working relationships with local educational bodies, schools and other outside agencies with a view to forming strong, effective partnerships
- 8 Monitor and evaluate the content and quality of each session and the progression of each member, each class and each club
- 9 Prepare progressive and effective lesson plans
- 10 Ensure that equipment is well maintained and is in a secure environment
- 11 Ensure that class registers are updated daily and information is communicated to office staff
- 12 Ensure that individual students' records are up to date
- 13 Prepare monthly progress reports
- 14 Help develop Judo in the local community through additional activities when required
- 15 Develop and foster the Association's commitment to customer care
- 16 To complete ad hoc tasks as assigned to contribute to the success of the British Judo Association

General Responsibilities

- Be willing to work outside normal office/school hours on a regular basis
- Be available to attend events and championships at locations in Great Britain
- Must positively promote the position of the BJA as the national governing body for Judo at all times.
- Must maximise the resources of the BJA at all times.

- Must carry out and operate within the BJA's Equal Opportunities Policies and strive to achieve any required equality targets.
- Ensure good working practises at all times in line with the Association's policies and procedures
- Must promote a positive image of the BJA in all dealings with internal and external contacts

Job Requirements

- Qualified Club or UKCC Level 2 Judo Coach
- Current driving license
- Enhanced DBS disclosure
- The right to work in the UK

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation.

Responsible to and managed by: Destination@BritishJudo Manager

PERSON SPECIFICATION

The Association is looking to recruit a reliable and hardworking Judo coach with a positive attitude and who is motivated to deliver an excellent standard of Judo teaching to children aged between 5 and 15 in schools and Destination@BritishJudo community clubs.

Education and Qualifications	Essential	Desirable	Demonstrated through/by
Good standard of general education	✓		Application/Interview
Valid coaching qualification to at least BJA Club Coach or UKCC level 2 or equivalent or Working towards UKCC level 2.	✓		Application/Interview
Minimum grade of 1 st Kyu	✓		Application/Interview
Diploma/graduate qualification in sport or similar related field		✓	Application/Interview
Knowledge and Experience			
1 year coaching experience in Judo		✓	Application/Interview
Computer literate (Word, Excel, Outlook)	✓		Application/Interview
Experience of working with children and young adults in a leadership role	✓		Application/Interview
Experience of working in a teaching environment		✓	Application/Interview
Experience of working in sport		✓	Application/Interview
Experience of performance pathways		✓	Application/Interview
Competence in basic administration	✓		Application/Interview
Skills and abilities			
Excellent communicator	✓		Application/Interview
Must have good spoken and written English	✓		Application/Interview
Sound knowledge of Judo	✓		Application/Interview
Sound technical skills in Judo	✓		Application/Interview
Good personal management skills with the ability to prioritise workloads effectively	✓		Application/Interview
Able to problem solve and work on own initiative	✓		Application/Interview
Ensure that specific tasks are carried out to the highest standards	✓		Application/Interview
Ability to meet specific targets and deadlines	✓		Application/Interview
Ability to work without supervision	✓		Application/Interview
Flexible approach to day to day work and good time management	✓		Application/Interview
Other Criteria			
Current driving license	✓		Application/Interview

This role will require the candidate to complete an Enhanced DBS disclosure.

EMPLOYMENT DETAILS AND BENEFITS

Job Title:	Destination@BritishJudo Coach
Starting Salary:	Competitive
Place of Work:	TBC
Tenure:	Permanent subject to successful completion of probation period.
Period of Notice:	6 Weeks
Hours of Work:	Your normal hours of work are those hours necessary to fulfil the requirements of your position to the satisfaction of the Association. You will be required to work an average of 37.5 hours per week.
Holiday Entitlement:	Your annual holiday entitlement will be 20 days in the complete holiday year. In addition to this you will receive eight bank/public holidays.
Pension Scheme:	On successful completion of the probationary period, you may join the Association's contributory Pension Scheme.
Private Health Scheme:	On successful completion of the probationary period, you may be invited to join the Association's Private Health Scheme.
Salary Sacrifice Scheme	British Judo currently operates two salary sacrifice schemes: Childcare Vouchers and Cycle to Work.
Company Vehicle	A company vehicle and petrol card will be provided to meet the requirements of the job role
Uniform	Full British Judo Uniform and Judo Suit will be provided on successful completion of the probation period.
Phone & Ipad	To meet the requirements of your job role you will be provided with a company Ipad and mobile phone.

ABOUT BRITISH JUDO

The British Judo Association (BJA) is the National Governing Body for the Olympic Sport of Judo in Great Britain. The Association represents Great Britain internationally and is a member of the International Judo Federation, European Judo Union, British Olympic Association, Sport and Recreation Alliance, Commonwealth Judo Association and the Commonwealth Games Council.

The BJA is a membership organisation and has expanded its network of clubs, qualified coaches and individual members throughout Britain providing access to the sport in England, Northern Ireland, Scotland and Wales.

Application Process

Application by completed application form together with a covering letter detailing skills, experience and suitability for the role.

Application form and equal opportunities monitoring form can be downloaded from the website: www.britishjudo.org.uk. Completed applications should be sent to:

Sarah Down
British Judo Association
Suite B, Technology Centre
Epinal Way
LOUGHBOROUGH LE11 3GE

Email: jobs@britishjudo.org.uk

Closing date for applications: 30th March 2018

Interview Date: 9th April 2018

Selection Process

Shortly after the closing date the selection panel will select candidates who most closely meet the requirements of the person specification. Successful candidates will be invited to attend the next stage of the process.

Our policy is that no employee, member or applicant for employment receives less favourable treatment than another on the grounds of race, colour, ethnic, racial or national origins, religion (or religious belief), sex, marital status, sexual orientation, age or disability. Further, no person will be disadvantaged by any condition or requirement that is not justified by the genuine needs of the job or the Association.