

The Canoe Association of Northern Ireland

JOB DESCRIPTION

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| Job Title: | Club and Workforce officer (West) |
| Responsible to: | Club and Workforce Manager |
| Location: | Enniskillen |
| Hours: | 37.5 hours per week |
| Salary: | Scale £18,000 to £25,000 |
| Contract Period: | Fixed term until 31 st March 2021. Term is subject to funding. |

Job Purpose:

To develop and support club activity and deliver programmes in the area to increase long-term participation, which will impact the targets in the CANI strategy and operational plan. To develop opportunities for coaches and volunteers to develop within the sport and deliver programmes and courses within the area which will impact the targets in the CANI strategy and operational plan. To deliver national programmes for clubs, coaches and leaders both within and outside the area.

Club

In line with the CANI strategy and operational plan, within the location stated above.

- Deliver CANI recreational paddles.
- Develop and deliver an annual programme of recreational events.
- Deliver exciting start paddling opportunities for young people.
- Deliver exciting start paddling opportunities for community.
- Manage the junior hub in the region and run six meets per year.
- Deliver winter pool programmes to enable non-club members to engage in canoeing.
- Deliver adult progression programmes to enable non-club members to engage in canoeing.
- Deliver women and girls programmes to enable non-club members to engage in canoeing.
- Deliver programmes aimed at those with a disability to engage in canoeing.
- Deliver fitness programmes aimed at those interested in canoeing for fitness.
- Deliver Duke of Edinburgh Awards or Presidents Awards programmes.
- Deliver a series of social paddling opportunities aimed at those interest in canoeing as a means of meeting and interacting with others.
- Post programmes and courses signpost to membership and membership of the local clubs.
- Establish programmes with schools, to include;
 - School time programmes.
 - After schools programmes.
 - GCSE programmes.
 - A level programmes.
- Develop and deliver challenge events that are open to all clubs and members.
- Deliver moderate water skills development workshops.

- Deliver regional paddler meets that are open to all clubs and members.
- Deliver come and try it days as part of National Go Canoeing week.
- Deliver a Blueway 10K programme.
- Run a junior talent hub development programme in more than one discipline.
- Run a regional junior blader programme.
- Support for the management of club/s.
- Coordinate the delivery and deliver courses to generate income for CANI and the partner.

Workforce

In line with the CANI strategy and operational plan

- Deliver regional workshops for clubs on the development of programmes for young paddlers.
- Deliver a regional workshop to support setting up and delivering programmes for young paddlers.
- Recruitment, development, and retention of club based coaches and leaders.
- Support the development of club based volunteers
- Assist with the delivery of;
 - Volunteer and club based coach development.
 - Management of the Northern Ireland British Canoeing award scheme.
 - The delivery of CPD, updating and support modules.
 - Management of the club activity assistant scheme.
 - Conferences and events.
 - CANI workforce committees.
- Coordinate the delivery and deliver courses to generate income for CANI and the partner.

The Club and workforce officer will deliver (Along with other officers) the CANI targets, which are aligned to the British Canoeing and Sport NI objectives.

Support and retain

- Volunteers
- Officials
- Coaches
- Clubs

Strengthen

- Closer connection between CANI and its clubs and members
- High membership satisfaction rating by 85% of members
- Work closely with providers of canoeing across NI. Measured by provider satisfaction ratings

Clubs

- Support eight clubs to achieve club mark re-accreditation
- Support eight clubs to achieve club mark
- Increase of two new clubs

Workforce

- Increase of official population from 115 to 260
- Support the development of 280 coaches
- Increase the club based coach and leader workforce from 205 to 305
- Increase of the club based workforce from 341 to 629

- Support the development of the coach developer population of 727 to 1007

Membership

- Increase of 1000 members which will include the increase of the following groups;
- Increase of 700 club members
- Increase of women and girls members by 7.7%
- Increase of disabled members to 20%
- Increase of youth members to 20%

General

- Increase of members of people living in areas of greatest need
- Increase in recreational opportunities
- Increase in participation
- Growth within new markets
- Increase of school based canoeing programmes

The Participation and Workforce Manager will work closely with the performance manager to ensure a performance coach development pathway and support structure is in place to support athlete development.

Performance

- Have two athletes on the GB slalom programme
- Have three athletes on the GB sprint programme
- Have five athletes represented GB or Ireland at European or World championships.
- Have two athlete medals at European or World Championships.

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 both partners.