

Estates and Facilities



Job Description

Job Title:	Volleyball Head Coach
Grade:	4
Job Family:	Administrative
Work Base:	Cambridge
Hours of Work:	Annualised hours, 892 hours per year (term time coaching up to 18 hrs a week and supporting teams at matches)
Responsible to:	Sports Club and Performance Sport Manager
Responsible for:	No direct line management
Relationships and contacts:	Volleyball coach(s) Students within ARU Sports Club Administrator Sports Club Development Officer Head of Sport
Job purpose:	To contribute towards the successful delivery of our University sports strategy via the High Performance Volleyball Team.

Principal Accountabilities:

1. Lead on the development of a long-term plan for volleyball at our University that is ambitious in its goals and is achievable within the resources available.
2. Organise and deliver an annual programme of activities that enables our students to participate, improve, compete and excel within the Volleyball Club.
3. Coach volleyball to members of the student Volleyball Club of all abilities, from beginner through to our most talented Sports Scholars, and attend competitions to provide both coaching and logistical support.
4. Work collaboratively with our partner club Cambridge Volleyball Club to ensure students of an appropriate ability can access more competitive volleyball.
5. Work collaboratively with others, including the Strength and Conditioning Coach, Sports Therapists and the Department of Sport and Exercise Sciences, to ensure that our best players have the support and services they require to compete at the highest levels of competition.
6. Work with the Sports Club Development Officer to support the Volleyball Club

Committee to manage and develop the Club successfully over the long term, providing advice, support and guidance as necessary.

7. Actively promote our University to talented volleyball players and prospective students by attending appropriate competitions. forming Jinks with schools and community clubs, attending Open Days and engaging in a range of promotional activities including social media.
8. Recruit and supervise a small team of assistant coaches who will help to deliver the programme. using existing students where appropriate, to make a positive contribution towards their employability.
9. Organise and deliver an effective Schools and Colleges coaching programme to support wider outreach and recruitment activities and to fulfil our partnership agreements with local schools.
10. Demonstrate commitment to the vision of Team ARU: to Improve student success and satisfaction, offer them the best support and opportunities, and champion our students' experience as an exemplar of best practice in the sector.
11. Maintain accurate records in relation to finance, Health and Safety and participation in activities, as well as maintaining an up-to-date understanding of all university policies and procedures.
12. Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency and data within own working environment.
13. Such other duties temporarily or on a continuing basis, as may reasonably be required, commensurate with your grade.

This is a description of the job as it is presently constituted. It is normal practice to review periodically job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. Manager and employee carry out the review process jointly and you are therefore expected to participate fully in such discussions. In all cases, it is our aim to reach agreement to reasonable changes, but where it is not possible to reach agreement, we reserve the right to make reasonable changes to your job description, which are commensurate with your grade after consultation with you.

March 2024

**Estates and Facilities
Volleyball Head Coach
Person Specification**



ESSENTIAL	DESIRABLE
<p>ACADEMIC / PROFESSIONAL QUALIFICATIONS</p> <ul style="list-style-type: none"> • Degree • Level 2 Volleyball qualification 	<ul style="list-style-type: none"> • Level 3 Volleyball qualification
<p>EXPERIENCE</p> <ul style="list-style-type: none"> • Experience of coaching Volleyball from novice through to elite level • Experience of co-ordinating complex sports programmes involving a range of partners • Experience of successfully working as part of a large team to achieve strategic goals • Able to provide specific examples of Increasing participation in sport or physical activity • Experience of working in a customer focussed environment 	<ul style="list-style-type: none"> • Experience of coaching Volleyball within the Higher Education sector • Supervisory experience • Experience of working in a range of different job roles within a sports environment • Experience of delivering excellent programmes with limited resources
<p>KNOWLEDGE/SKILLS</p> <ul style="list-style-type: none"> • Excellent organisational skills • Excellent Interpersonal skills and ability to engage with a wide range of people • Ability to work to own initiative with minimal supervision • Ability to think strategically and work towards a long term plan • Ability to balance a diverse and varied work programme and consistently meet deadlines • Good written skills including the ability to write clear reports and development plans • Ability to analyse problems objectively and come up with innovative and creative solutions • Able and willing to adapt to change • Ability to work within wider university policies and procedures at all times 	<ul style="list-style-type: none"> • Knowledge of HE sport • Knowledge of Volleyball England's Performance Pathway • Experience of using social media for work purposes • Knowledge of the various structures and organisations involved in sport in this country • Ability to write periodised training programmes for Volleyball
<p>PERSONAL QUALITIES/ DISPOSITION</p> <ul style="list-style-type: none"> • Ability to balance needs of students with wider university requirements • Enjoys working with others • Passionate about sport • Committed to our visions and values 	

<ul style="list-style-type: none">• Positive approach to change• Customer focussed• Determined approach to achieving targets• Team Player	
<p>OTHER</p> <ul style="list-style-type: none">• Commitment to own continuous personal and professional development• Committed to equality and diversity, our Health and Safety policies and procedures and our University's values• Compliance to Data Protection Act 2018 and GDPR principles/requirements• Recent DBS check (essential to start employment)	

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