



Job Description

Job title:	Judo Development Manager
Department/School:	Sports Development and Recreation
Grade:	6
Location:	Claverton Down Campus

Job purpose

To lead the DiSE programme and support the Head Coach with successful development, delivery, management and sustainability of the University Judo programmes.

Responsible for:

- Supporting the Head Coach with the delivery of the high-performance Judo programme, including BUCS teams, representative competition and club development.
- To develop and maintain a rolling strategy for the recruitment of athletes in to DiSE and where appropriate, progression, to the TeamBath judo programme
- Lead on the planning and delivery of the DiSE programme, including coordination of supporting staff members assisting on the programme.
- To lead, develop and coordinate the partnership between TeamBath Judo, British Judo and SGS college with regards to DiSE programme activities.
- Support the development of casual staff and internships.

Source and nature of management provided

Head Coach: Judo

Staff management responsibility

None

Special conditions

From time to time you may be asked to assist in the facilitation of CPD activities. This will form part of your substantive role and you will not receive additional payment for these activities. An enhanced DBS check is required for this role.

You will also be required to work flexibly, including evenings and weekends as required by the demands of the Programme.

You will be required to undertake Coach Clean (renewing every two years) as a condition of employment.

Main duties and responsibilities

Aims:

1	<p>Lead the BJA England Talent Development Centre and DiSE Programme</p> <ul style="list-style-type: none">• Develop and maintain relationships with a network of coaches and stakeholders to ensure recruitment, success and sustainability of DiSE programme, regional coaches, club coaches, England judo staff.• Lead on the planning and delivery of the DiSE programme, such as lesson planning and delivery including coordination of supporting staff members assisting on the programme.• To lead, develop and coordinate the partnership between TeamBath Judo, British Judo and SGS college with regards to DiSE programme activities.• Support delivery of the requirements of the ETDC contract, including liaison with British judo, England judo and other partners.• Oversee the aspects of the Judo budget that relate to the DiSE contract and delivery, ensuring income targets are achieved and expenditure is controlled.• Marking and quality control on DiSE student portfolios.
2	<p>Support the development and delivery of the University of Bath Judo programme to include:</p> <ul style="list-style-type: none">• Coaching delivery of up to 10 sessions per week• Lead on development and performance of 5 athletes in the performance programme, support with development and performance of whole team.• Provide technical feedback and develop goals for individual athletes• Attend all planned competitions and provide feedback to athletes• Ensure athletes that meet criteria engage and maximise benefits of the Dual Career programme• Meet with Head Coach Judo regularly to discuss athlete development• Deputise for Head Coach when appropriate
3	<p>Support the Head of Judo with planning and development through:</p> <ul style="list-style-type: none">• Planning and implementing competition squad training plan• Maintain daily session plans in accordance with annual plan• Plan seasonal competition calendar in accordance with annual plan• Support the process of athlete recruitment throughout year• Support the development of casual staff and students working within the University Judo programme in liaison with SU Sport.
4	<p>Support the Head of Judo with administration of programme including:</p> <ul style="list-style-type: none">• Email communication with athletes/ coaches/ support staff/ prospective athletes• Competition entries with travel and accommodation requirements• Booking and confirming support service provision• Organising and delivering holding camp/ taster sessions• Organising and delivering coach education workshops• Maintenance and re-ordering of essential equipment
5	<p>Support the Head of Judo with communication through:</p> <ul style="list-style-type: none">• Effective liaison with British Judo staff• Effective liaison with SU Sport staff

Main duties and responsibilities	
	<ul style="list-style-type: none">• Effective liaison with sports science practitioners• Effective liaison with academic staff where appropriate• Manage social media channels• Effective liaison with the High Performance Sport Officer
6	Support the strategic objectives of the Department through: <ul style="list-style-type: none">• Attendance at Coaches CPD sessions• Support for Department events where appropriate including Open Days• Proactively seek out opportunities for personal development
<p>You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager.</p> <p>You are required to follow all University policies and procedures at all times and take account of University guidance</p>	

Person Specification

Criteria: Qualifications and Training	Essential	Desirable
<ul style="list-style-type: none"> Educated to, or working towards, degree level of Sports related subject (or equivalent vocational coaching experience/ level 4 qualification) 	√	
<ul style="list-style-type: none"> BJA Coaching Award Level 2 	√	

Criteria: Knowledge and Experience	Essential	Desirable
<ul style="list-style-type: none"> Experience of coaching athletes at an elite level of performance 	√	
<ul style="list-style-type: none"> Knowledge of strategies for raising elite performance in sport 	√	
<ul style="list-style-type: none"> Experience of coaching within a high performance/ talent environment 	√	
<ul style="list-style-type: none"> Knowledge and experience of an integrated model of delivery 	√	
<ul style="list-style-type: none"> Excellent knowledge of sports development 		√
<ul style="list-style-type: none"> Knowledge of the BUCS Judo system 	√	
<ul style="list-style-type: none"> Knowledge of the DiSE programme objectives and content 	√	
<ul style="list-style-type: none"> Experience of delivering educational programmes 	√	
<ul style="list-style-type: none"> Level 3 Assessors award 		√
<ul style="list-style-type: none"> Engagement with club network, ideally with the experience and understanding of the talent pathway in Judo 	√	

Criteria: Skills and Aptitudes	Essential	Desirable
<ul style="list-style-type: none"> Able to work under pressure, handle multiple priorities and meet deadlines. 	√	
<ul style="list-style-type: none"> Excellent interpersonal skills and the ability to influence at all levels. 	√	
<ul style="list-style-type: none"> Effective communication skills 	√	
<ul style="list-style-type: none"> Empathy for the demands and pressures of a full-time training programme in an educational establishment 	√	
<ul style="list-style-type: none"> High levels of organisational skills 	√	
<ul style="list-style-type: none"> Ability to work on own and as a team 	√	
<ul style="list-style-type: none"> Passionate about and committed to the development of the elite sports programmes 	√	
<ul style="list-style-type: none"> Reliable and punctual 	√	
<ul style="list-style-type: none"> Willingness to undertake training related to continual professional development 	√	
<ul style="list-style-type: none"> Strives for continuous improvement leading to excellent performance 	√	

Effective Behaviours Framework

The University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously.

Managing self and personal skills:

Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others.

Delivering excellent service:

Providing the best quality service to all students and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards.

Finding innovative solutions:

Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation.

Embracing change:

Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas.

Using resources:

Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of the University.

Engaging with the big picture:

Seeing the work that you do in the context of the bigger picture e.g. in the context of what the University/other departments are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others.

Developing self and others:

Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the University.

Working with people:

Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills.

Achieving results:

Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria.