

## **Job Description: Para National Coach**

Table Tennis Ireland (the Association) is the National Governing Body for Table Tennis within the 4 individual provinces of Ireland. Table Tennis has demonstrated over the years that it is a sport suitable for all age groups, from juniors to veterans, as well as able bodied and those with a disability. The Association currently has 55 affiliated clubs and works with a further 97 schools. The Association's office is in Irish Sport HQ at the Sport Ireland National Campus. Growing our team, we are looking to appoint a Para National Coach to develop and support our future organisation.

Reporting to the General Manager, and taking direction from the Para Performance Manager (PPM) and Para Manager (PM). This will initially be a one-year contract for 5 days per month. The Para National Coach (PNC) will further develop and lead all Para Table Tennis programs for the Association.

### **Key responsibilities:**

#### **Talent ID & Player Development (priority within the role)**

- Develop links with new and existing stakeholders to organize Talent ID events and ensure these are fully inclusive.
- Establish and manage a player talent database.
- Provide access to all Para players to monthly training camps (both regional and national).
- Encourage a culture of fun, discipline, and self-improvement.

#### **Management and Administration:**

- Produce the Annual Performance Plan and associated funding application, in conjunction with the PPM.
- Lead the development and delivery of Para High-Performance programs at all levels of national and international competition, ensuring the requirements of both Paralympics Ireland (PI) and Sport Ireland (SI) are met.
- Build and maintain a clear player pathway for Grassroots, Development, Pathway and High-Performance level players. Review the pathway on an annual basis with the PPM and PM.
- Hold bi-annual High-Performance & Pathway player reviews and goal setting meetings.
- Provide monthly reports on agreed program to the PPM and PM of the Association.
- Implement and oversee the management of the Pathway and Performance players video libraries and training diaries.

- Attend both Paralympics Ireland (PI) and Sport Ireland (SI) High-Performance Meetings as required.

### **Leadership**

- Provide leadership of program and team management through on-going communication to players, parents, volunteers, and coaches.
- Maintain an accessible shared calendar of events/training and associated support work versus allocated paid hours to the PPM & TTI Manager.
- Maintain strict confidentiality and discretion with Para players in areas of medical records/knowledge.
- Maintain GDPR compliance with all records and communications.
- Attend PI and SI courses and camps, with particular focus on the build up to Paralympic Games.
- Continuously strive for self-improvement in knowledge of Wheelchair, Standing and Class 11 Disabilities versus ability to work with and develop athletes.
- Develop a strong working relationship with members of the Association and our stakeholders to create the best possible environment for program success and player improvement.

### **Competition & Selection**

- Plan and deliver 1:1 and small group coaching sessions to Pathway and Performance players (where possible) with particular focus on potential Paralympic Athletes.
- Prepare Development, Pathway, and High-Performance players for any international competitions set out in the agreed program.
- Available to travel with players to international events at which the PNC must provide leadership and expert coaching.
- Report on player performances in matches and tournaments to the PPM.
- Communicate selection criteria, values and policy to players and management team.
- Select players/teams for relevant events in the agreed program to be ratified by the PPM.
- Manage information around selection in a confidential/discrete way.

### **Media and promotions**

- Work with TTI to ensure they have all possible information, reports, videos & pictures to best promote the para program via social media and the website.

### **Essential competencies:**

- *Holder of a Table Tennis Coaching qualification.*
- *Excellent communication, presentation, and collaboration skills.*
- *Highly organised with strong administration skills.*

### **Desired Competencies:**

- *Previous experience of developing and managing budgets.*
- *Enthusiastic. Enjoy helping others. Positive and supportive.*
- *Full unrestricted driver's license with clean driving record as some travel will be required occasionally.*