

Job Description

Post Title: Strength and Conditioning Coach & Performance Sport / HTAP Lead
Grade: HSV5-6
School/Department: Performance Herts, University of Hertfordshire Sports Village
Responsible to: Head of Strength and Conditioning
Responsible for: Internship, work placement, casual coaches and athletes

MAIN PURPOSE OF THE JOB

To provide Strength & Conditioning services to a variety of talented and elite athletes from a wide range of sports.

Our partners, clients and athletes include the United Kingdom Institute of Sport (UKSI), UKSCA (UK Strength & Conditioning Association), England Squash, England Women's FA, Arsenal Women's Football Club, Saracens Mavericks Netball, England Golf, British Weightlifting, Talented Athlete Scholarship Scheme (TASS), University Scholars and Focus Sports, Hertfordshire Talented Athlete Programme (HTAP), County and Regional sports teams and athletes including Netball, Swimming, Cricket and Golf amongst others.

To deliver on our Strength and Conditioning workshops and assist in the delivery of Strength and Conditioning lectures, practical sessions, and assessments to University of Hertfordshire (UH) students.

To provide consistent, high-quality Strength and Conditioning services to all athletes through the implementation of agreed operating procedures and standards.

To assist with the day to day running of the high-performance Strength and Conditioning gym and growth of our business and brand.

You will demonstrate a Service Excellence mindset by providing a consistent, efficient, high quality and customer-oriented service to all customers of the Sports Village through implementation of agreed operating procedures and standards, ensuring that the customer is at the heart of every decision.

RESPONSIBILITIES AND DUTIES

Strength and Conditioning

The Strength Conditioning Coach will work with all staff across Hertfordshire Sports Village to ensure our mission and strategy is achieved through the following core duties and responsibilities:
Deliver 1-2-1 or group strength and conditioning sessions to a variety of athletes and students.

Coordinate and plan annual periodised programmes with the athletes and coaches.

Arrange appointments with individuals or groups for Strength and Conditioning sessions.

Accurately plan and write training programmes for a wide variety of athletes and sports.

Plan and co-ordinate annual development plans for each individual athlete.

Plan and implement fitness testing batteries and report data back to coaches and athletes.

Conduct functional movement screening and assessments.

Liaise and work alongside the team of physiotherapists, coaching staff, academic staff and Sports Village staff.

Assist in all aspects of the day to day running of the High Performance gym including the Normal Operating Procedures, Emergency Action Plans, Risk Assessments and any other requirements needed from time to time.

Writing, marketing and delivery of nationally accredited Strength and Conditioning courses and workshops.

Mentoring of casual, placement and internship coaches.

Performance Sport Lead

Being a key liaison between key stakeholders in the Programme overseeing Performance Sport / HTAP.

Oversee the Strength and Conditioning provision of the programme responsible for.

Ensure open communication with sports technical coaches.

Organising events, workshops and arranging MDT meetings.

Athlete communication and reviews.

Lecturing

Assist with the planning, writing and delivery of Strength and Conditioning lectures, practical sessions and assessments to University of Hertfordshire students, at both undergraduate and postgraduate level.

Potential for conducting further research and publishing papers.

Business Development

Proactively seeking new opportunities and business with outside clubs and associations to help expand the current brand and capacity.

Marketing of the Performance Herts brand through social media, website, emails, advertising boards.

Facilities and Maintenance

Ensure the facilities and equipment remain in an appropriate condition, clean, safe and welcoming.

Health and Safety

Responsible for the delivery and co-ordination of relevant health and safety checks, audits and reviews within the Performance Herts gym and in service delivery.

Systems and Administration

Responsible for the management of Strength and Conditioning IT related processes and liaise with relevant departments.

Ensure all Strength & Conditioning operational procedures are reviewed and followed through regular training.

Customer Care

Ensure Strength & Conditioning services are delivered to a consistent & exceptional standard at all times through training and review of objectives.

General Duties

To contribute positively to the development of the business through attendance at team meetings and input into business development.

Undertake any areas of responsibility or tasks appropriate to the level of the post.

Development and Mentoring

The post holder will be expected to mentor placement and internship staff and be able to develop into a wider mentoring role with athletes, to present to partners and to become qualified in delivery of 100% ME anti-doping module and other relevant activities.

OTHER TASKS

To contribute positively to the development of the wider UH Sport and Hertfordshire Sports Village business.

Undertake any tasks or additional responsibility that the Director of Sport may deem appropriate to the level of the post.

STAFF MANAGEMENT DUTIES

1. Oversight of staff issues for those within the allocated group including excellent people management, appointment, probation, appraisal, development, promotion and progression, review of performance according to policies and procedures agreed by the University
2. Maintenance of records of staff development activities
3. Oversight and monitoring of staff workloads in order to ensure an equitable distribution of staff loadings across the staff group and the most effective use of staff resources
4. Ensuring talented staff in the groups are recognised, rewarded and retained so ensuring that suitable succession plans are in place
5. The visible commitment, management and maintenance of high standards of safety throughout their domain commensurate with current Health and Safety legislation and with the University's Health and Safety policy
6. Identify achievable equality goals

SUPERVISION RECEIVED

The Strength and Conditioning Coach & Performance Sport / HTAP Lead will report to the Head of Strength and Conditioning, who will provide regular informal meetings and supervision, annual appraisal and reviews. The level of this post requires the Strength and Conditioning Coach & Performance Sport / HTAP Lead to work under their own initiative.

SUPERVISION GIVEN

The Strength and Conditioning Coach & Performance Sport / HTAP Lead will directly line manage Internship, work placement, casual coaches and athletes.

RELATIONSHIPS/CONTACTS

Internal: All customers and potential customers of the Sports Village; HSV colleagues; staff from different areas within the company; staff within the University including academics, management, support services and subsidiary companies; staff from the PFI partner company (Pinnacle); other internal suppliers of services.

External: Clubs, organisations and individuals who use or could use the facilities and services. Customers from the community, businesses and business organisations, local authorities, including education and leisure services, external agencies and suppliers, professional and amateur sports clubs and organisations, local and national media.

TERMS AND CONDITIONS OF EMPLOYMENT

Conditions of service

Hertfordshire Sports Village and other sports activities within the University of Hertfordshire are managed by Polyfield Property Ltd., which is a wholly owned subsidiary company of the University of Hertfordshire. The terms and conditions of employment are reviewed by the Board of Polyfield Property Ltd.

Hours of Work

This post is a part-time position (0.8 FTE) consisting of 32 hours per week. Actual working hours will vary as per business requirements. This position requires the post holder to be flexible and work as part of a shift rota, which will include early mornings, evenings, and some weekends. Time off in lieu (at flat rate) is given for hours worked in excess of the standard week.

Annual Leave

The annual leave year runs from 1st October to 30th September. Staff are entitled to 23 working days paid holiday (pro rata for part time contracts) during the course of the holiday year. After two years continuous service, holiday entitlement will increase to 24 days and after four years an additional 2 days are awarded. Time off in Lieu will be awarded (at flat rate) for hours worked on bank holidays.

Salary: HSV5-6 (£27,745-£32,812) plus Performance Related Pay

An annual pay increase to recognise the cost of living/inflation will be paid subject to approval by the Board of Polyfield Property Ltd. The post is subject to performance review and may qualify for a performance related bonus after completion of a probationary period. Salaries are paid in arrears by credit transfer to a named bank or building society

Appointments confirmed at HSV 5-6 will be dependent on significant and demonstrable skills and experience which align with the desirable criteria accompanied by the additional accountabilities and responsibilities stated. There will be the ability to move up through the salary grades as knowledge and experience grows within the role and agreed set criteria met. This will be monitored through regular one to one and appraisal meetings.

Pension

The Company will comply with any automatic enrolment duties it may have in respect of you under part 1 of the Pensions Act 2008. The Company is currently using the National Employment Savings Trust (NEST) pension scheme in respect of these duties. Membership of the scheme is strictly subject to the rules of the scheme which may be amended from time to time. If you are enrolled into the NEST pension scheme, the Company shall be entitled to deduct from your salary any amounts payable by you as member contributions. The Company reserves the right to vary or discontinue any scheme in place from time to time.

Additional Benefits

Staff are welcome to use the facilities at Hertfordshire Sports Village in accordance with our staff usage policy. Staff may also nominate one person to receive a discounted membership.

A uniform is provided for all appropriate staff.

As a subsidiary company of the University of Hertfordshire staff may utilise all benefits open to UH staff, this includes access to catering outlets and Learning Resource Centre, discounted travel on Uno buses, access to discounted nursery facilities. Staff may also access courses run by the Staff Development Unit, University and Associated Colleges, assuming this does not conflict with requirements of your post.

There is a sick pay/sick leave scheme in operation.

REHABILITATION OF OFFENDERS ACT DISCLOSURE AND BARRING SERVICE

This post is exempt under the Rehabilitation of Offenders Act 1974 as amended. The University requires that the successful applicant who is offered employment will be subject to a criminal record check from the Disclosure and Barring Service (DBS) before the appointment is confirmed. An Enhanced Disclosure will be required and this will include details of cautions, reprimands or final warnings, as well as convictions. The University of Hertfordshire complies with the 'Code of Practice for Registered Persons and other recipients of Disclosure Information'.

Overseas applicants and UK applicants who have lived abroad

Successful applicants who have lived outside the UK, for 12 months or more (whether continuously or in total), in the last 10 years, will be required to produce a 'Certificate of Good Character/Conduct' from each of those countries

This document outlines the duties required, for the time being, of the post entitled Strength and Conditioning Coach & Performance Sport / HTAP Lead to indicate the level of responsibility. It is not intended to be a comprehensive or exhaustive list and the Head of Strength and Conditioning may vary duties, from time to time, which do not change the general character of the job or the level of responsibility entailed.

PERSON SPECIFICATION

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Education & Qualifications	
A minimum of an undergraduate degree in S&C, sports science, or related area specialising in the physical preparation of athletes	Essential
UK Strength and Conditioning Association (UKSCA) Accreditation (or ability to gain within 6 months)	Essential
UK Anti-Doping: Introduction to Clean Sport	Essential
Postgraduate degree in S&C, sports science, or related area specialising in the physical preparation of athletes	Desirable
APDL qualification	Desirable
British Weightlifting Qualification	Desirable
Experience	
Proven experience in the provision of S&C services including coaching athletes to improve performance	Essential
Experience working within a multidisciplinary team including coaching staff and physiotherapists	Essential
Experience in performing needs analyses for sports and their demands	Essential
Experience of planning and implementing diagnostics and monitoring systems and strategic planning of training based on the results	Essential
Experience with social media for marketing purposes	Essential
Experience providing athlete support	Desirable
Experience writing and delivering lectures and presentations to academic and athletic audiences	Desirable
Experience dealing with National level teams, athletes and NGB's	Desirable
Experience managing budgets	Desirable
Experience working with TASS	Desirable
Experience working in a University / Higher Education setting and with the Performance Sport / Athletic Union	Desirable
Skills & Abilities	
Understanding of athletes needs in a high performance environment	Essential
Knowledgeable, skilled, personable, self-motivated individual	Essential
An understanding of the various multidisciplinary partners involved in sports science	Essential
Excellent anatomical knowledge and ability to apply this to an S&C environment	Essential
Knowledge and ability to teach exercises including: Olympic weightlifting, resistance, speed, plyometrics, acceleration and agility training	Essential
Knowledge to construct annual periodised plans and programmes including gym and pitch / court based sessions and creating appropriate databases to log work conducted / monitor	Essential
Excellent presentation skills in order to coach large groups and lecture effectively	Essential
Ability to communicate complex data in terms that are easily understood by athletes, coaches, parents	Essential
Great coaching skills and the ability to adapt to the environment to augment performance	Essential
Excellent IT skills with respect to Microsoft Office, especially excel	Essential
Passion to constantly learn, develop and keep up to date with the latest research and be able to present this data to colleagues, students and practically apply it to programmes	Essential
A good communicator and organised with the ability to use own initiative.	Essential
Proactive with the ability to work well under pressure.	Essential
Our Values	

Demonstrates our WELCOMES values at all times:

- Welcoming
- Extra Mile
- Leadership
- Consistency
- Open & Honest
- Memorable
- Enthusiastic About Continuous Improvement
- Sport First