

## Oakleigh Park Lawn Tennis & Squash Club

**Coaching Co-ordinator Job Description please apply to:  
office@oakleighparkclub.co.uk**

Circa 15 hours per month

Rate = Negotiable dependant on skills and experience

Report to – lead for coaching on Squash and Racquetball (S&R) committee and directly to Club Manager for items marked\*

Responsible for – Supporting / co-ordinating the work of all the OP squash club coaches

| <b>Task</b>   | <b>Priority</b> | <b>Comments</b>  |
|---|-----------------|--|
| Oversee and co-ordinate the OP squash coaching programme - comprehensive group training programme for all age-groups and skill levels   | H               | Overall purpose of role  |
| Produce a 3-year rolling coaching development plan, to be presented to the S&R Committee for agreement, and including clear goals and performance targets.  | H               | Rolling 3-year plan in place                                     |
| Report on progress against said development plan to the S&R committee every 3-6 months, and to produce an annual report detailing participation, achievements, and challenges facing the coaching programme. This will inform recommendations for any amendments to the coaching development Plan for the following year. | H               | Frequency of reporting will depend on capacity                   |
| Co-ordinate schools / community squash outreach and liaison programmes  | M               | Co-ordination capacity should be costed into funding bids        |
| Actively search for and apply for funding opportunities for the club in the form of community grants and other forms of fundraising   | M               | Co-ordination capacity should be costed into funding bids        |
| Oversight of Club-owned squash and racketball equipment   | H               | Liaise with coaches and club manager when replacements needed    |
| Plan and co-ordinate S&R involvement in OP Holiday Camps  | L               | This is mainly led by Tennis section                             |
| Allocations of coaches to group and individual sessions (that come via the Club)  | H               |  |
| Managing short-term replacement of coaches as required (e.g. due to illness, unavailability etc)  | H               |  |
| Managing a pipeline of coaches and new coach recruitments / appointments working with S&R committee   | H               |  |
| Support and development of existing squash coaches as required  | H               | e.g. coaching tips via WhatsApp, arrangement of occasional coach |

| <b>Task</b>  | <b>Priority</b> | <b>Comments</b>                              |
|--|-----------------|--|
|  |                 | meetings and masterclasses                   |
| Attendance at the annual Club Open Day (pro-bono) to promote and support the squash programme to new and potential members   | H               | Normally in March                            |
| *Reconciliation of squash coaching income and expenditure  | H               | In liaison with Club Manager                 |
| *Review all of the squash coaches' invoices on a monthly basis (checking dates of the sessions, number of hours and hourly rates)  | H               | In liaison with Club Manager                 |
| Act as the point of contact for the junior pathway liaising with Middlesex and England Squash.   | H               | In collaboration with other OP coaches       |
| Liaise with England Squash to obtain information on changes regarding coaching qualifications, support for schools programmes and tournaments                                | H               |  |
| Answer queries from parents, coaches and management via email and WhatsApp messages  | H               |  |
| Create flyers for coaching programmes and contribute to newsletters and general promo  | L               | Ideally led centrally by Club / Club Manager |
| Support the promotion of the programme via social media and marketing, working with the Club manager and the S&R Committee – aiming to maximise uptake across all programmes | L               | Ideally led centrally by Club / Club Manager |