

Evaluation Date	4/7/16
Grade	6

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Diving Development Officer</b>	<b>Reports to:</b>	<b>RCP Manager</b>
<b>Department:</b>	<b>Diving</b>	<b>Location:</b>	<b>RCP</b>
<b>Work Pattern:</b>	<b>Shifts Full Time (35.75)</b>	<b>Contract Status:</b>	<b>Fixed Term Maternity Leave Cover to 31.09.2017</b>

### BACKGROUND

We want enthusiastic and energetic people who will create a great experience for our customers and share the following values. Edinburgh Leisure **makes a positive difference** by:

**welcoming** all,  
each one of us **caring** about what we do,  
being **passionate** about how we do it,  
and feeling **proud** of what we achieve

### JOB PURPOSE

The Diving Development Officer will lead the diving team to ensure effective development of the diving programme from recreational beginners through to the performance programme. The post holder leads and inspires the team to achieve performance indicators including participation levels, financial targets, customer satisfaction levels and high performance athlete achievements.

The post holder delivers coaching sessions to both squads and Talent ID groups. In addition the post holder delivers and organises CPD (continuous professional development) to all coaches engaged in the diving programme, mentors coaches and attends camps and competitions on a regular basis, this work involving extensive time away from home.

The post holder will nurture talent and develop children and young people further within the sport, to assist them to compete and attend camps and competitions as required.

Acting as National Coach, the post holder will play an integral part of strategically leading the National Diving Programme for Scotland as part of the Scottish Swimming Performance Plan.

The post holder line manages the diving coordinator and leads a team of 8 employee coaches and 14 service providers.

The post is funded by Edinburgh leisure and Scottish Swimming.

<b>KEY RESULT AREAS</b>	
<b>Key Responsibility</b>	<b>Expected time spent (%)</b>
<p><b>Lead your team</b> Provide your team with appropriate support, guidance and feedback, so that they are able to do their jobs effectively. Ensure that they receive regular and constructive feedback and support them in their development</p>	20%
<p><b>Coach Mentoring</b></p> <ul style="list-style-type: none"> <li>• Work with Edinburgh Leisure diving coaches to create personalised technical development plans which meet personal/professional objectives and recognise strengths and areas for development</li> <li>• Create and deliver local and national CPD/Coach Mentoring/Technical Master sessions to inspire, motivate and develop technical capacity <ul style="list-style-type: none"> <li>○ Support the recruitment process for Diving Team positions by assessing candidates on the poolside and assisting the assessment process as required</li> <li>○ Work with Scottish and GB Diving to prepare a personalised, needs-based Technical Learning &amp; Development Plan, to ensure on-going technical progression and taking account of best practise in performance elite/development diving</li> </ul> </li> </ul>	10%
<p><b>Performance Development Coaching</b> Planning, delivery and review of coaching sessions, training cycles and competition/event plans for performance development divers and squads (wet and dry training)</p> <ul style="list-style-type: none"> <li>○ Create and monitor individualised development plans for performance divers</li> <li>○ Liaise with Governing Body to ensure divers can access relevant support services (e.g. Scottish Institute of Sport, Scottish Swimming)</li> <li>○ Deal with notes of interest from Performance Development Divers, Coaches and clubs across the UK (and internationally as required), being an ambassador for Edinburgh Leisure, Scottish Swimming and diving in Scotland</li> <li>○ Offer support and guidance to partners and represent Edinburgh Leisure diving</li> <li>○ Ensure squads are well organised with a smooth booking process and customers fully informed about their child's progress</li> <li>○ Prepare a training plan for all squads along with a calendar of competitions and provide to support to allow the squad coaches to implement the plan on day to day basis</li> <li>○ Be responsible for the organisation, group management and welfare of the performance divers at national and international meets</li> <li>○ Liaise with the Scottish Swimming Director on the management of the Scottish Swimming Performance Diving programme budget</li> <li>○ Lead on the on-going review process for Scottish Swimming supported divers as part of the national athlete review programme</li> <li>○ Lead the implementation of a Talent ID programme for school children in Edinburgh, continually developing the programme and coaches so that targets are achieved and that divers are progressed through the Learn to Dive programme after completion.</li> </ul>	20%
<p><b>Diving Development and Programme Performance</b></p> <ul style="list-style-type: none"> <li>○ Research, plan and create a 'Diving Development' strategy for</li> </ul>	30%

<p>Edinburgh/East of Scotland, to progress diving participation and performance at all levels and ensure sustainability of the programme and optimisation of the facilities at the RCP</p> <ul style="list-style-type: none"> <li>○ Work with partners and marketing to promote the RCP diving programme, including leading on all press enquiries and maintaining relationships with Edinburgh/East of Scotland</li> <li>○ Lead the development of the annual calendar of diving events that can be delivered at RCP</li> <li>○ Regularly review the coaching programme in Edinburgh at all levels to ensure best practice is in place and programme is running at or near capacity</li> <li>○ Conduct satisfaction surveys twice per year to assess customer feedback, creating action plans from this information</li> <li>○ Continually review and implement approaches to enhance the quality (service providers and staff) and quantity (Capacity and uptake) of the coaching programme</li> </ul> <p><b>Technical input for National Talent/Age Group Activities</b></p> <ul style="list-style-type: none"> <li>○ Prepare and deliver Scottish National Talent/Age Group squad activities as required by the Scottish Swimming Performance Director, and as agreed by Edinburgh Leisure</li> <li>○ Attend international and domestic training camps and competitions as required by Scottish Swimming Performance Director and GB Diving, and as agreed by Edinburgh Leisure</li> <li>○ Support the technical development of diving across Scotland by assisting Scottish Swimming in the identification of gaps, highlighting successes and sharing best practise</li> <li>○ Technical support and guidance for clubs, divers, coaches and partners across Scotland</li> <li>○ Work with the Scottish Swimming Performance Director to prepare strategic national diving plans within the framework of the Scottish Swimming performance plan</li> <li>○ In conjunction with Scottish Swimming and Sportscotland institute of sport, be responsible for diving input to the annual service review process</li> </ul>	20%
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<b>RESPONSIBILITY FOR RESOURCES</b>	
<b>Responsibility for staff:</b>	Line manager of Diving Coordinator and leadership of a diving team of 8 Engagement of service providers
<b>Salary bill for all staff reporting:</b>	£95,000
<b>Responsibility for finance and level of financial control:</b>	Analysis and preparation of financial information to review performance sustainability of the programme. Responsible for seeking funding for new diving equipment and programmes
<b>Responsibility for Physical Resource:</b>	Responsible for looking after all diving equipment, both on poolside and in the dry land Input into risk assessments relating to diving, Personal equipment includes laptop and phone
<b>Responsibility for Data and Information:</b>	Responsible for performance reporting on all programmes including targets and results. Accountability for squad booking systems that

	access confidential customer information, which you must handle in a confidential and professional manner. Ensuring through the diving coordinator that all customer rebooking operates smoothly
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## GUIDELINES AND EXPECTATIONS

Authorities & Limitations
<p>The post holder is responsible for arranging their time to deliver the objectives of this post to fit round the diving programme commitments, namely managing the teams workload (providing direction through effective delegation) to ensure smooth operating if absent due to performance competitions</p> <p>This post is accountable for the delivery of the Talent ID programme, which will often take place in other venues, such as schools. You are expected to continually develop and grow the programme and performance of athletes</p> <p>You will use your professional skill and knowledge to make informed decisions about all aspects of the diving programme including individual development plans for each performance diver or squad in addition to competition goals and opportunities for the athletes.</p> <p>You will be responsible for coordinating the work of the diving coordinator and also mentoring other diving coaches within the establishment. You are responsible for assessing the quality of coach delivery and providing regular feedback to the service provider team.</p>

Communication & Representing The Organisation
<p>You must build effective relationships with divers and coaches to engage, motivate and encourage them in their sport. You need to be able to explain technical concepts in a way that they understand and provide them with constructive and appropriate feedback to support their on-going development.</p> <p>The post holder is required to build effective working relationships with schools, able to influence teachers to support the TID programme. You will be responsible for the delivery of the TID programme, so need to be able to present information to both children and teachers in a professional and engaging way.</p> <p>You will have 1 direct report and are required to lead and develop this post holder to maximise their performance. You will do this through effective and regular performance reviews / one to one meetings. You will provide leadership for the dive team and programme, ensuring that coaches deliver great customer service and that the team are engaged and passionate about their roles</p> <p>You will work with many different groups of divers, therefore you need to be able to adapt your style to suit each situation. You are required to build strong professional</p>

relationships with parents of the divers and communicate well to keep them informed of progress and expectations. You will represent Edinburgh Leisure in a positive fashion at all times when interacting with others and when accompanying divers to competitions and events.

You will communicate effectively with partners, colleagues and customers on a variety of topics including complaint management, progress reviews of divers etc

Working with the Scottish Swimming Performance Director, as National Coach you will be expected to effectively and proactively promote and communicate excellence across the Scottish Diving community, driving the diving agenda through key partners, linking always to the Scottish Swimming Performance Plan.

### **Safeguarding Our Customers**

The post holder monitors the safety of all divers under their remit, ensuring safe technique. They also monitor the emotional wellbeing of the children, especially in respect of interaction and the relationships being built with other children, ensuring that the children are happy whilst attending training. The post holder would work to resolve any challenging situations that arise.

The post holder supports each child when under pressure in a competitive environment. The post holder is responsible for looking after the equipment and ensuring that it is safe to use.

### **Problem Solving**

The post holder is required to constantly make decisions regarding children, young peoples and staff performance and consider the associated action to take. This will include decisions on when to move children to different squad levels and decisions regarding staff roles and responsibilities.

You will review each diver's ability, set goals and design programmes to help them reach those goals. You will then review and adjust the programmes to keep the diver's progress on track. You will need to investigate why a diver's progression isn't on track and work out what needs to change to improve progress. You will do this in conjunction with the divers development team.

You will consider all aspects of a diver's preparation – diet, practice, technique, fitness, rest etc. – to find out what may be impacting on performance.

You will introduce improvements and amendments to the annual diving programme and competition schedule. You are expected to manage your time in order to deliver all objectives expected of you, this involves prioritising tasks, multi-tasking on occasions under pressure

Impact On Organization	
<p>Successful delivery of this post will gain positive PR for the performance diving programme. The post is supported by Scottish swimming with them funding 74% of the post, with the aim of improving the national quality and standard of divers. There is a key role in maintaining and developing this partnership and helping to deliver this aim.</p> <p>The purpose of this post is to ensure a successful, professional and internationally renowned diving programme exists at RCP, developing Edinburgh in to the performance centre for diving in Scotland and a centre within Great Britain. Improving standards, further developing a performance culture and environment underpinned by effective performance development, will enhance the whole of the Edinburgh Diving Programme leading to increased numbers of divers competing on the international stage. In doing so, Edinburgh will play a major role in driving diving aspiration across Scotland.</p> <p>Linking in with British Diving, the post holder will represent Scottish Swimming and Edinburgh Leisure at national and international events, supporting their athletes to perform in prestigious events such as Commonwealth youngsters within the sport. Games, World Championships and Olympics. Athletes performing on the world stage become role models for the Edinburgh and Scottish diving community, a crucial ingredient for inspiring</p>	

JOB DEMANDS	
<b>Physical</b>	<p>This role involves standing and working on poolside for up to 30% of the time. The post holder must be fit and healthy and be a competent swimmer.</p> <p>The role involves an element of travel with athletes to other diving facilities for events which involve flexibility and long days</p>
<b>Mental</b>	<p>The role involves great leadership and motivational skills for the development of divers, staff and the customer experience. Strong technical knowledge and understanding, alertness, strong analytical skills</p> <p>This role involves constant visual concentration (such as watching technique) It also involves supervising young people on competition excursions and managing their behaviour / emotion which can be quite challenging e.g.: upset, anger, disappointment</p> <p>The role involves multi-tasking a number of different areas of work, dealing with multiple information requests and competing deadlines</p>
<b>Emotional</b>	<p>This role involves working at a managerial level within the organisation, with some customer facing responsibilities. The role involves working with partners such as British diving, Scottish swimming, Edinburgh Diving club, active schools and to nurture strong relationships</p> <p>This post holder coaches young aspiring athletes and in this circumstance professional relationships should be created however they may open up to you and share their personal traumas and issues (e.g. disclosure of social activity, issues with friends etc.). Your professional qualification and skills will help you respond appropriately. First response to first aid situations such as Cardiac arrests.</p>

<b>Environmental</b>	This role is based on poolside, in the dry dive gym or working at a desk on organisation and planning activities including admin, creation of training sessions for coaches and divers, facilitating meetings, delivering 1 to 1s and working remotely across the UK and further afield as required. The environment can be hot and humid.
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## PERSON SPECIFICATION

Factor	Essential	Desirable
<b>Qualifications and Attainments:</b>	UKCC dive coach level 2 NPLQ (National Pool Lifeguard qualification)	UKCC diving level 3 UKCC gymnastics level 2/ 3 UKCC trampolining coach 2 Strength & Conditioning Qualification First Aid
<b>Knowledge and Experience:</b>	<p>At least three years' experience of competitive sport, either as a coach or as a competitor, at national level or higher.</p> <p>Evidence of coaching at performance development level within diving (minimum 3 years)</p> <p>Knowledge of the requirements of dry diving, its' role in developing performance levels and the potential of dry diving programmes for early participation and development in diving</p> <p>Technical knowledge – ability to lead, assess, facilitate, mentor and support the learning of others to increase their technical knowledge, understanding and analysis skills, to ensure accurate implementation of the principles of Long Term Athlete Development – LTAD</p> <p>Track record in progressing athletes performance</p> <p>Strategic awareness – ability to create a vision for diving in Edinburgh, drawing upon Scottish and GB objectives and lead the programme under these.</p> <p>Ability to provide timely and appropriate feedback in order to improve performance</p> <p>Working knowledge of Talent ID programmes within a diving environment</p> <p>Infrastructure – knowledge of the local and national diving environment with an understanding of the various stake holders</p>	<p>Knowledge of gymnastics coaching</p> <p>UKCC diving tutor</p> <p>Further Education qualification in sports coaching or development</p> <p>Leadership experience, managing a team</p>



	involved (GB diving, Scottish Swimming, Scottish Institute of Sport, Sport Scotland, East of Scotland and regional diving partners.	
<b>Additional Requirements (e.g. competencies):</b>	Thinking things through – Makes informed decisions about divers performance and progression Assures Service Excellence – sets high targets for themselves, their team and divers Energy and Drive – strong desire to achieve excellence Nurturing Innovation – seeks new ideas to achieve performance improvement Teamwork Leading Teams – inspiring team members to perform Ability to produce quality written reports detailing performance KPI's, progress updates and funding applications	

DISCLOSURE/PVG REQUIREMENTS					
<p><b>This post has been assessed to require a <u>PVG Scheme Record or Scheme Record Update</u> for the post holder, under the following justification:</b></p> <p>The duties of this post involve regulated work with children as defined in the Protection of Vulnerable Groups (Scotland) Act 2007 Schedule 2, Part 1 and Part 2 (4).</p> <p><b><i>Teaching, instructing, training or supervising children</i></b>  Teaching, instructing, training or supervising children (except teaching, instructing, or training children which is merely incidental to teaching, instructing, or training individuals who are not children).</p>					
Work	Work With	What Do / Service	Normal Duties	Exception 1	Exception 2
Yes	Children and vulnerable adults	Activities	Yes	Supervise, Teach, Instruct	Not incidental

**I have read and understand this job description and I am clear about what is expected of me in this job.**

**Signed .....**

**Date .....**