#

**Basketball Coach**

**Job Description**

Our Students’ Union represents and supports over 5,000 students currently studying at the University of Suffolk. The University has a diverse range of students, including significant numbers of mature students and those who are first generation Higher Education. We are a student-led organisation and provide competitive and social sports, social activities, advice and representation for our members. Student leadership is critical to the success of our organisation and as such have a renewed drive to enable and support our sports teams to achieve success.

**Location:** University of Suffolk Students’ Union hired facilities and occasional national sports locations

**Salary:** £20 per hour
**Hours:** 1x Social Session per week.

**Reports to on a day-to-day basis:** Student Opportunities Coordinator

**Responsible to:** CEO

**Responsible for:** Basketball Club members

# **Main Purpose**

* Deliver engaging coaching sessions to the Basketball Club on a weekly basis
* Manage the teams and prepare them for social games
* Assist the committee, recruitment and administration of the team
* Upon progression, build a BUCS team

# **Key Responsibilities:**

In conjunction with the Basketball Committee and SU staff:

* Lead structured weekly basketball sessions to club members
* Take responsibility for individual and team coaching and target setting
* Provide feedback to team members on their progression throughout the season
* Assist on arranging local fixtures or friendly matches
* Ensure all delivered sessions comply with health and safety regulations and safeguarding protocol, reporting any concerns in line with agreed procedure
* Assist with the overall development of the Basketball Club and take the lead in achieving set

targets.

* Assist the committee in the recruitment of new club members
* Attending training sessions and assisting with administrative tasks within the SU when appropriate
* Assist the Basketball Club in the recruitment of new club members
* As part of the wider SU team, support and development of competitive and social sports in line with

our agreed strategy

* When working away from the SU, act as a point of contact for the SU team and external agencies.
* Network with local basketball clubs/organisations to benefit the SU
* Overseeing the handling of kit and sport resources

 **General duties of all staff**

* Contribute to planning processes across the SU as required, regularly reviewing performance and systems/ procedures
* Act as an ambassador for the SU at all times, maintaining relationships and seeking to develop new partnerships which will enhance the student experience where applicable.
* Act in accordance with the SU’s governance and policies at all times
* As required contribute to SU activity across the team
* Undertake training and development related to the role
* Undertake this role in accordance with the SU requirements for confidentiality (compliance with the GDPR) and personal integrity.
* The post holder may undertake other duties, consummate with the level of this role in order to meet the of the wider Students’ Union. A flexible approach to workload is essential.

**Hours and Other information**

This post is part time, aligned with the training schedule which is often evening and weekend based. There will additionally be a requirement, on occasion to spend time in the SU Offices, for example to complete administration, work with the committee and to meet with SU colleagues.

This job description outlines the major duties associated with the post. It is not intended to be exhaustive, and it should not be assumed that other duties of a similar level/nature appropriate to the level of the role are excluded.  The duties of the post may alter due to changes in legislation or policy. Where such changes occur, training may be given to enable the post-holder to undertake the new or varied work.

**Person Specification**

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| **Candidates for the job will be assessed in the following ways;*** **A = Application**
* **I = Interview**
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**Skills, Knowledge and Experience**

This section describes the qualities we would like to see in the post holder. If you would require further development on some of these areas, or you can offer other qualities you think would be useful for the role, you should indication this on your CV or covering letter.

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| **CRITERIA** | **Essential / Desirable** | **Measured By** |
| **Qualifications**  |  |  |
| Basketball Coaching qualification | D | A / I |
| **Knowledge & Experience**  |  |  |
| Experience of coaching  | E | A / I  |
| Basketball playing experience | E | A / I |
| Experience of providing one-to-one support to others | D | A / I |
| Handling sensitive and confidential matters | D | A / I |
| Demonstrable understanding of current issues and themes in Higher Education and Students’ Unions | D | A / I |
| Knowledge of BUCS rules and regulations | D | A / I |
| **Skills** |  |  |
| Exceptional interpersonal and communication skills (oral and written) | E | A / I |
| Organisational skills and ability to manage competing priorities | E | I  |
| Ability to work with and support a diverse range of members | E | A / I |
| Good coaching and mentoring skills | E | A / I |
| Ability to set SMART long and short term goals | E | A / I |
| **Attributes**  |  |  |
| Preparedness | E | A/I |
| Assertive | E | A/I |
| Encouraging of others | E | A/I |
| Innovative and Imaginative | E | A |
| **VALUES AND ETHICS** |  |  |
| Desire to work within a democratic student led environment | E | A/I |
| Understanding and commitment to equal opportunities | E | A/I |
| Demonstrably high standards of personal integrity | E | A/I |

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| Job Description approval date | 12/06/2020 |
| Review Date | July 2021 |
| Staff Responsible for review | CEO |

**Closing date, interviews and questions**

**Closing Date:** 06 July 2020

**Interview Date:** TBC (interviews are likely to be via video conferencing)

**Expected Start Date:** September 2020 (date TBC). Please note that due to Government restrictions related to COVID19, we are not currently running in person social or competitive sports. The start date for this role may be delayed accordingly.

**More Information:** If you have any questions please contact Belinda at b.bradley3@uos.ac.uk

**How to Apply:** Download an application form from <https://www.uosunion.org/mysu/jobs/>

Email Completed Applications to b.bradley3@uos.ac.uk

Late applications and CV’s without an application form will not be considered