

Assistant Diving Co-ordinator and Coach

Aberdeen Sports Village (ASV) exists as a home for sport, creating inspirational opportunities for everyone to realise their potential and is fully committed to investing in the development of our people. We're the premier sport and exercise facility in Scotland and one of the leading sports facilities within the UK and Europe.

We are seeking an enthusiastic, friendly and dynamic Assistant Diving Co-ordinator and Coach to complement our Diving team. The Assistant Diving Co-ordinator and Coach will assist with the planning, co-ordination and management of the diving programme at ASV's Aquatics Centre.

What's on Offer: competitive salary, 34 days (Pro rata) holiday, ASV lifestyle membership, contributory pension scheme, continuing professional and career development and long service rewards.

Hours of work: 29 hours per week (includes evenings and weekends).

Main Duties

The Assistant Diving Co-ordinator and Coach will be required to:

- assist with the development, planning, co-ordination and management of a comprehensive range of diving activities at ASV's Aquatics Centre, including learn to dive, diving camps, Aberdeen Diving Club and adult diving.
- Perform duties for Aberdeen Diving Club.
- Support the development of divers, throughout the diving pathway, providing a quality learning environment for all ages and abilities.
- Teach a variety of diving sessions, as required, as part of the diving programme.
- Assist on the evaluation and continual improvement of the diving programme.
- Plan, deliver and review coaching sessions, training cycles and competition plans for competitive squads.
- To maintain the highest standards of teaching, health and safety and customer care in accordance with the facilities operating procedures and communicating effectively with customers, facility managers, programme staff, customers and external agencies.
- Responsible for ensuring facilities are booked, instructors organised and cover in place for all diving activities, as appropriate.
- Assist with achieving and maintaining DiveMark Plus (the highest Scottish Swimming quality development programme for diving clubs).
- Deal with general queries, feedback from customers and day to day administration.
- Initiate the administrative and financial documentation for all programme admissions

Skills, Knowledge and Abilities:

Person Specification	Essential	Desirable
Education and Qualifications e.g. Academic, technical and professional education and training.	<ul style="list-style-type: none"> UKCC Level 2 Coaching Diving qualification or equivalent Industry related higher education / further education qualification 	
Work and other relevant experience (including training) e.g. Specialist knowledge, levels of experience. Skills, supervisory experience, research.	<ul style="list-style-type: none"> At least 3 years relevant experience within a diving development programme Proven track record of coaching and developing divers across a variety of age and ability groups Demonstrable mentoring experience Knowledge of the Scottish Swimming coaching pathways, and National Framework Good knowledge of Scottish Swimming quality development programme for diving clubs 	<ul style="list-style-type: none"> Previous experience within the leisure or retail industry Previous experience Health and safety knowledge Experience in a customer facing role
Personal Qualities and Abilities e.g. Initiative, leadership, ability to work on own or with others, communication skills.	<ul style="list-style-type: none"> A can-do attitude and a friendly positive approach to the business Results and people orientated with impeccable standards for quality, service and presentation Excellent communication and interpersonal skills, both written and verbally. Strong organisational and time management skills 	
Other e.g. Special circumstances (if any) appropriate to the job such as unsociable hours, travelling, physical requirements etc.	<ul style="list-style-type: none"> Must be able to work flexible shifts, including early mornings, afternoons and weekends Must be fit 	<ul style="list-style-type: none"> Ability to show initiative Team worker

Closing Date: November 30, 2019

To apply: Please send your CV and cover letter outlining suitability for the job to recruitment@aberdeensportsvillage.com