

Aberdeen & District Table Tennis Association

Job description for Development Officer for Aberdeenshire

Post Title:	Table Tennis Development Officer Aberdeenshire (Part Time)
Location:	Venues across Aberdeenshire
Reports to:	Aberdeen & District Table Tennis Association
<p>Purpose of Job: To support the development of TT clubs in communities across Aberdeenshire and to establish TT sessions for players of all ages and abilities.</p>	
<p>Hours of Work:</p> <ul style="list-style-type: none"> • Flexible working as required for 45 weeks per year, averaging 12 hours per week overall – may be higher during term time and lower during school holidays 	
<p>Relevant Qualifications:</p> <ul style="list-style-type: none"> • Minimum of UKCC Level 1 in Table Tennis • Up-to -date First Aid certificate • Up-to-date Child Protection course <p>Note: Opportunities may be given to attain these qualifications</p>	
<p>Disclosure and other Requirements:</p> <ul style="list-style-type: none"> • All candidates must be eligible for PVG membership for Vulnerable Adults and Children • A full driving licence is essential 	
<p>Personal attributes</p> <ul style="list-style-type: none"> • Able to act on own initiative and enthusiastic • Good communicator and motivator in an instructor role • Well-organised • Numerate and competent in use of email, Word and spreadsheets • Experience of negotiating with local Councils and other organisations would be an advantage 	
<p>Liaison</p> <ul style="list-style-type: none"> • It is expected that initially the successful candidate will liaise closely with ADTTA officers who can provide a range of information on useful contacts in many communities. There will also be opportunities to discuss issues with other development officers throughout Scotland and with NGB staff. 	

Main Duties:	Description	Target
Clubs	<p>To support TT groups in communities with the aim of forming NGB-affiliated clubs with regular weekly activity</p> <p>To establish (or develop further) over 50s sessions in each of these communities</p>	3 clubs to be formed per year
Schools	<p>To liaise with local schools to develop table tennis as a regular activity by:</p> <ul style="list-style-type: none"> • providing one-off tasters in Primary schools across Aberdeenshire • establishing after-school clubs across Aberdeenshire • encouraging lunchtime clubs run by teachers, parents or senior pupils • delivering a series of 'female only' weekly sessions for school age players 	<p>Tasters in 12 schools in year 1, rising to 24 by year 4</p> <p>Clubs in 3 cluster school areas, rising to 5 by year 4</p> <p>1 series in a different cluster school area each year</p>
Coaches	<p>To liaise with volunteer coaches in Aberdeenshire, including</p> <ul style="list-style-type: none"> • allocating coaches to club, school and over 50s coaching sessions • organising PVG certification • encouraging players, teachers, parents, senior pupils and sport centre staff to take coaching courses at either Introductory, Level 1 or Level 2 • organising training courses in collaboration with NGB 	1 Level 1 or Level 2 course per year and Introductory courses as required.
Additional Support Needs	<p>To coordinate regular sessions for those with additional support needs including in care homes/sheltered housing units</p>	