

Aberdeen & District Table Tennis Association

Job description for Development Officer

North Aberdeenshire

| | |
|--|---|
| Post Title: | Table Tennis Development Officer NorthAberdeenshire (p/t) |
| Location: | Venues across North Aberdeenshire |
| Reports to: | Aberdeen & District Table Tennis Association |
| 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. Develop sustainability across all areas. | |
| Hours of Work: <ul style="list-style-type: none">• Flexible working as required for around 45 weeks per year, averaging circa.300hrsannually – may be higher or lower depending on time of year. | |
| Relevant Qualifications: <ul style="list-style-type: none">• Minimum of Level 1coaching qualification in Table Tennis• Up-to -date First Aid certificate• Up-to-date Child Protection course Note: Opportunities will be given to attain these qualifications | |
| Disclosure and other Requirements: <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 | |
| Personal attributes <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 | |
| Liaison <ul style="list-style-type: none">• It is expected that initially the successful candidate will liaise closely with previous incumbent and 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 | To support TT groups in communities with the aim of forming NGB-affiliated clubs with regular weekly activity across North Aberdeenshire To establish (or develop further) over 50s sessions in the above communities | 3 clubs to be formed per year |
| Schools | To liaise with local schools to develop table tennis as a regular activity by: <ul style="list-style-type: none"> ○ providing one-off tasters in Primary schools across North Aberdeenshire ○ establishing after-school clubs across North Aberdeenshire ○ encouraging lunchtime clubs run by teachers, parents or senior pupils ○ delivering a series of ‘female only’ weekly sessions for school age players | Tasters in 12 schools in year 1, rising to 24 by year 4 Clubs in 3 cluster school areas, rising to 5 by year 4 1 series in a different cluster school area each year |
| Coaches | To liaise with and manage volunteer coaches across areas, including <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 | To coordinate regular sessions for those with additional support needs which may include in care homes/sheltered housing units | |