

Job Description

Job Title:	Community Archery Coach Apprentice – Rimaya
Department:	Sport Development Team
Reporting to:	Head of Participation
Direct reports:	n/a
Location:	Home-based

Our values

We have developed a set of values to guide how we operate. As one archery community:

- We value people for who they are and what they do
- We choose to work and learn together
- We strive for excellence
- We always act with integrity

Job purpose

The Community Archery Coach Apprentice will be working towards a Community Activator Coach L2 Apprenticeship Qualification over the course of 15 Months.

The Community Archery Coach Apprentice will be a member of Archery GB's Sport Development Team and will work closely with the Northern Counties Regional Development Officer and Project Rimaya Partnerships in the Manchester and Lancashire areas. Accountable for activating archery coaching sessions for beginners, delivering community sessions and assist in running Have a Go events & competitions in various settings, including archery clubs, schools, madrassah's, holiday camps, and other community environments. Aimed at tackling inequality and leading to an increase in the number of people taking up archery across the Manchester and Lancashire area especially from ethnically diverse communities. The role will involve assisting in the promotion, planning and delivery of coaching sessions, fostering positive relationships with participants and partners to promote the physical & mental benefits of archery.

The Community Archery Coach Apprentice will contribute towards the organisation's vision of enriching lives through archery, and the successful achievement of Archery GB's strategic ambitions, which are:

- Membership Structure
- Empowering Workforce
- Diversity Throughout
- Archer Recruitment
- Digital First
- Pathway & Podium

Key objectives

- To activate archery coaching sessions for beginners, delivering community sessions and assist in running Have a Go events & competitions in various settings, including archery clubs,

schools, madrassah's, holiday camps, and other community environments. Focusing on ethnically diverse communities, and work in collaboration with local partners

- To be an inspirational role model, leading by example and developing personal growth in archery and community engagement
- Increase knowledge, insight, and participation of archery as a sport in ethnically diverse communities
- Increase the number and quality of aligned instructors, coaches, and volunteers within ethnically diverse communities. Supporting the long-term sustainability of archery activities within associations linked to AGB

This will be accomplished by working with a range of stakeholders from local instructors, coaches, clubs, community groups and organisers, local delivery partners e.g. Active Partnerships, facility providers and funders.

Key activities

Coaching and Activation

- Ensure efficient and effective operation of sessions, including equipment set-up and take-down
- Shadow (initially) others, building up to leading sessions on daily basis
- Maintain the equipment and facilities to the highest possible standards, reporting faults or repairs to the relevant colleague
- Undertake sessions according to the programme, ensuring sessions run effectively to the timetable and in accordance with Archery GB rules and procedures
- Form effective relationships with stakeholders, such as community groups, schools, active partnerships, local authorities, and other suitable partners
- To undertake any other relevant task commensurate with the level of the role

Customer Service

- Demonstrate and embed Archery GB and Coach Core values in all areas of work
- Build and maintain excellent relationships with our partners, participants, volunteers and community organisations
- Ensure an excellent archery experience – from welcome, attendance and long-term engagement in the sport. (particularly providing help and advice as required and trying to anticipate needs and future aspirations of the participants)
- Manage participant behaviour proactively during sessions, to ensure the highest possible levels of safety and enjoyment

Monitor and Evaluation

- Collect, monitor, and evaluate activity to analyse participation, workforce development and satisfaction data
- Help measure the impact of archery and collate feedback and good practice
- Contribute to case studies demonstrating the impact of work undertaken
- Liaise with key stakeholders and partners to learn, share ideas, and best practice

Key relationships/interfaces

The Community Archery Apprentice will work across the designated area delivering targeted and appropriate projects.

The key relationships will include the:

- Volunteers, archers, and key partners across Manchester/Lancashire
- Other colleagues of the Participation Team
- External organisations and partners such as community groups, facility providers, Active Partnerships

Key measures

- Archer recruitment and retention
- Member satisfaction data
- Project delivery – milestones and deliverables

Flexibility clause

The job holder is required to be flexible in their duties and may be required to undertake other duties and responsibilities as specified by Archery GB.

Variation Clause

This is a description of the job as it is constituted at the date shown. It is the practice of Archery GB to periodically review job descriptions, to update them and to ensure that they remain relevant to how the job is to be performed.

Person Specification

	Essential	Desirable
Qualifications & training	<ul style="list-style-type: none"> • Enthusiasm for sports and a genuine interest in working with children, young people, and community members 	<ul style="list-style-type: none"> • Recognised national governing body qualifications • Full driving licence & access to a car
Knowledge	<ul style="list-style-type: none"> • Basic knowledge of sports coaching principles and techniques (previous coaching experience is an advantage but not required) • Knowledge of participation, sports development, and workforce development in the community • Understanding of the importance of volunteers in sport and has empathy with their challenges • Willingness to learn and develop coaching skills, including adaptability to different coaching environments and age groups 	<ul style="list-style-type: none"> • Knowledge of archery • Knowledge of health and safety regulations

<p>Personal qualities</p>	<ul style="list-style-type: none"> • Experience of working with volunteers in a sports environment • Commitment to upholding Archery GB & Coach Core values of inclusivity, respect, and empowerment • Enthusiastic and passionate about sports and community engagement • Positive attitude and willingness to learn • Empathetic and able to connect with participants of diverse backgrounds • Responsible and reliable in fulfilling job duties • Adaptable to different coaching environments and age groups • Committed to promoting teamwork, sportsmanship, and physical well-being 	<ul style="list-style-type: none"> • Experience within partnership working
<p>Skills & abilities</p>	<ul style="list-style-type: none"> • Ability to form effective relationships with volunteers and shape their behaviour • Ability to work independently as well as part of a team • Good communication and organisational skills and the ability to manage a varied workload in diverse communities • Ability to work collaboratively as part of a team, taking direction from experienced coaches and contributing positively to group dynamics • Availability to work flexible hours, including evenings and weekends, to accommodate coaching sessions and community events 	

Last reviewed: April 2024