



Coaching Coordinator Role Outline

Responsible to

Committee

Role purpose

To ensure all club members have access to appropriate coaching and to support the development and coordination of the club's coaching structure. The Coaching Coordinator plays a key role in promoting coach education, safeguarding, and succession planning.

Responsibilities

- Help to ensure all club members who wish to receive coaching have access to a suitable coach
- Help to manage the coaching structure for the Club, including succession planning and identifying gaps
- Resolve gaps by encouraging coach development and collaborating with neighbouring clubs
- Stay up to date with the UKA Coach Education Programme
- Advise coaches and potential coaches on relevant education courses and opportunities
- Liaise with the England Athletics Club Support Manager to request courses based on Club needs
- Promote coach development opportunities regularly
- Work with the Club Secretary and Welfare Officers to ensure all coaches are DBS checked and follow UKA safeguarding guidance and Codes of Conduct
- Collaborate with the Volunteer Coordinator to encourage athletes, parents, and volunteers to take up coaching
- Develop links with coaching coordinators in neighbouring clubs and share good practice
- Plan for handover or succession of the role
- Declare and manage any personal conflicts of interest

Key skills or qualifications

The key skills and qualifications listed are not essential requirements but are intended as a helpful guide to assess your suitability for the role, support and guidance will be provided. We work together as a team.

- Confident and good at communicating

- Hold an England Athletics coaching qualification, ideally a Group Level Athletics Coach or working towards this
- Willing to be DBS checked
- Organised and proactive, with a passion for coach development

Essential resources

- [England Athletics Club Hub - Coaching Coordinator](#)
- [UK Athletics Coaching Qualifications](#)
- [Coach Development](#)
- [Athletics Hub](#)
- [Guidance and support | Sport England](#)

Key contacts

- [England Athletics Club Support Manager](#)