



# WARWICKSHIRE

## *Squash & Racketball Association*

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### **Temporary Part-Time Position - Warwickshire Squash and Racketball Liaison Officer**

#### Job description:

The Warwickshire Squash and Racketball Liaison Officer is a part-time self-employed position and is responsible for the liaison duties between clubs, coaches and the county junior section.

Average 20 hours a month (flexible at own discretion)

£5000 per annum plus reasonable expenses

#### Outcomes expected from job role:

- Establish accurate records of participation numbers in Warwickshire
- Use of England Squash Coaching apps should increase
- Establish an up to date database on all Warwickshire clubs including but not limited to:  
Head coach (if they have one) and all other qualified coaches including validity of qualifications, safeguarding, coaching insurance up to date, properly registered etc  
Chairperson and best contact, leagues available and participation numbers, junior participation numbers, coaching availability for juniors and seniors, teams in the Warwickshire leagues and/or other surrounding leagues, court numbers and other facilities available

#### Responsibilities and Duties:

- Liaise with ES about Initiatives etc
- Act as a link between the Junior chairperson and the committee and present reports on County performance and coaching
- To liaise with Development Officer and give regular updates
- Co-ordinate with website manager to ensure accurate club data is available
- Attend committee meetings (4 per annum) and AGM
- Organise visits to all clubs in Warwickshire and meet with Club representatives
- Ensure clubs have the support they need and have knowledge of available coaching tools

#### Knowledge and skills required:

- Resident of Warwickshire (possibly negotiable)
- Must have own transport and clean driving licence
- Computer literate
- Knowledge of Squash club workings and coaching qualifications is favourable
- Knowledge of England Squash coaching apps and how to use them
- Passionate about the growth and health of squash in Warwickshire
- Effective interpersonal and communication skills
- Able to demonstrate initiative and work independently
- Able to work flexibly and manage own hours
- Weekend and evening work will be necessary on occasion

#### Period of appointment:

Initial 12 month period

#### Applying for the role:

Please send CV and cover letter (no more than 500 words) explaining why you are the most suitable candidate to Nigel Orrett at [nglorrett@gmail.com](mailto:nglorrett@gmail.com) on or before 31/08/19 if you require further information please contact Nigel Orrett, Warwickshire Squash Chairman on the email address above or on 01216100000.