

**Job Description:  
Head of performance**

<b><u>Reports To:</u></b>	Head of Squash and Racketball
<b><u>Responsible for:</u></b>	N / A
<b><u>Purpose of Job:</u></b>	Head of performance will work alongside the Head of Squash and Racketball to make sure Edgbaston Priory Club is regarded as the leading squash club in the area. They will deliver the performance programme, make sure membership retention stays high and help deliver the junior and adult programme, schools programmes and generally increase participation at the Club

**Key Tasks:**

To deputise for the Squash and Racketball Manager in their absence and support the overall organisation and supervision of the Squash department

**Junior performance**

- Manage and be accountable for the Junior Performance Programme and make sure this is financially viable by getting more juniors signed up to the programme and increasing playing standard
- Coach support at junior events

**Adult performance**

- Manage and be accountable for an Adult Performance Programme and make sure this is financially viable by attracting players to squads

**Junior and adult programme**

- Help the Head of Squash and Racketball, and other self-employed coaches deliver and grow the junior and adult club group coaching programme

**Camps**

- Help the Head of Squash and Racketball, and other self-employed coaches deliver holiday camps for our club programme and make sure these are financially viable
- Help the Head of Squash and Racketball, and other self-employed coaches deliver a summer performance camp
- Help the Head of Squash and Racketball, and other self-employed coaches deliver the performance camp days in all school holiday times

**Tournaments**

- Assist Head of Squash and Racketball with all internal and external tournament days – tournament calendar can change year upon year

**Community**

- Help the Head of Squash and Racketball grow the schools programme year upon year
- Help the Head of Squash and Racketball deliver the Empower Squash Foundation Programme at the club

### **General**

Keep membership retention high through other duties such as club nights, social events, team matches, re-stringing and generally working alongside the Head of Squash and Racketball

### **Commitment to Safeguarding Children**

Edgbaston Priory Club acknowledges the duty of care to safeguard and promote the welfare of children and vulnerable adults. The Club is committed to ensuring safeguarding practices reflect statutory responsibilities, government guidance and complies with best practise and local authority requirements.

### **Person Specification**

This indicates the experience, skills and attributes we will be looking for in the post holder. You will be expected to demonstrate this through your covering letter, CV, the interview process, making a presentation (where appropriate) and copies of work and certificates. We will inform those selected for interview of the preparation required prior to the meeting.

### **General**

- Understand, and work towards, the goals and values of the Club.
- Develop and maintain good working relations with work colleagues based on mutual respect, enthusiasm, involvement and commitment.
- Actively promote all activities that will contribute to the continuing growth of the Club.
- Recognise, explore and bring to the attention of management, opportunities and areas for future Club development.
- Help any colleague whenever possible to ensure that the Club maintains its advantage over the competition.
- Comply with all the Club's policies and procedures.
- Undertake any other reasonable duties as required by the needs of the Club.
- Use and protect data in accordance with the Club's Data Protection and Retention/Deletion/Archiving policies.

### **Customer**

- Ensure that members, guests and visitors receive an efficient, friendly, consistent and personalised service every visit.
- Build effective and appropriate member relationships through meaningful interaction and advice.

### **Additional Duties**

Undertake additional duties and activities where appropriate qualification is held

### **Person Specification**

#### **Skills**

- Excellent verbal communication
- Strong time management, planning and organisation
- Exceptional customer service

**Attributes**

- Proactive attitude
- Welcoming and friendly nature
- Competent within specified area
- Strong work ethic, flexibility and patience
- Ability to contribute to change and continuous improvement
- Energetic and enthusiastic

**Qualifications**

- England Squash fully qualified and licenced level 3 coach, although Level 2 candidates will be considered, dependent on their experience

**Experience**

- Previous experience of working in a club and coaching environment

The undersigned accept the validity of the above job description. (If the post holder does not agree the job description, he/she should not sign below.)

Signature:  
(Post holder)

date:

Signature:  
(Head of Department)

date:

This job description intends to describe the principle purpose and main elements of the job. It is a guide to the nature and main duties of the job and is not intended as a wholly comprehensive or permanent schedule. The order in which duties and responsibilities are listed is not significant.