



# AUSTRALIAN PARACHUTE FEDERATION

---

---

PO Box 1440, Springwood Qld 4127

P-(07) 34570100 ~ F-(07) 34570150 ~ E-[apf@apf.com.au](mailto:apf@apf.com.au) ~ W-

<http://www.apf.com.au>

---

## **Job Description and KPI's**

**Title:** National Coach

**Reporting to:** Chief Executive Officer

**Directs Reports:** Area Coaches

**Scope:** The National Coach will work with APF toward:

- Recruiting, developing and retaining proficient area coaches who will foster competition and nurture the development of current and potential competitors within their respective council areas
- Developing and delivering appropriate and innovative training programs for current and potential Australian Parachute Team members

**Provides Support:** CEO, Sport & Competition Committee, Area Coaches

**Annual Budget:** \$25,000

**Employment:** Part time permanent. This position involves domestic and international travel and may include work outside of ordinary working hours

---

## **General Responsibilities:**

- Development and implementation of a holistic performance framework for the APF through collaboration with coaches, athletes, Sport & Competition Committee and CEO;
- Prepare a national training plan including high performance training camps and workshops and coordinate its delivery with athletes and coaches;
- Plan, negotiate and lead APF's engagement in targeted international opportunities and competitions, in particular World Championships, World Cups, Asiana, including any preparatory camps and training sessions;
- Development, implementation and delivery of structured coaching pathways including:
  - Coach education seminars and workshops,
  - High-performance coach development program which enables coaches to prepare and present competitors to win medals at State, National and International events;
  - Other professional development opportunities,
- Identify and engage specialist coaches in all disciplines and other experts to enhance the knowledge and skills of athletes and area coaches.
- Foster and develop a 'high standard' of team culture and identity which encompasses Pride, Mateship and Passion;

- Provide assistance and advice with Sport Development Funding applications and liaise with SDF committee and National Development Officer in the approval of applications
- Produce articles/reports for the APF News-Sheet, Club Newsletter, regular broadcasts, Australian Skydiving Magazine and various social media i.e. Facebook etc.
- Contribute to the development and currency of the APF Sporting Code, Conference Manual and Annual Report
- In conjunction with CEO and National Development Manager:
  - Plan and manage travel and accommodation requirements, equipment, facilities and resource needs associated with APF engagement in domestic and international camps and competition;
  - Prepare written reports as requested and provision of input into APF's annual planning and review processes;
  - Coordinate and supervise the maintenance of accurate and up-to-date athlete and coach records;
  - Develop and maintain relationships with all member athletes and coaches including regular monitoring and communication;
  - Provide advice to the CEO regarding sport and competition and pathways for talented athletes

### **Specific Responsibilities:**

1. Develop 2016-2020 high performance framework and high performance strategies;
  - Work cohesively with the CEO and Sport and Development Committee in the planning, delivery and monitoring of the APF high performance framework, including camps and events.
  - Provide direction of innovative strategies for high performance sport within skydiving
2. Talent Identification;
  - Identify athletes involved within associated Local, State and National competitions including intermediate and open team members for potential selection into the APT
  - Identify and encourage emerging coaches into the high-performance coaching program;
3. Establish professional development plans with each high-performance team;
4. Contribute to an annual performance assessment of each high-performance coach;
5. As an active member of the National Selection Panel;
  - Participate in Selection Panel meetings when required.
  - Attend all selection events advised by the CEO or SDC
6. Achieve a yearly increase in the number of coaches and athletes who demonstrate commitment and contribution to the sport of skydiving by achieving higher levels of success.

### **Key Capability Requirements:**

#### **1. Supports Strategic Direction**

- Supports the strategic priorities and business objectives of the APF through applying knowledge of the APF sporting environment and promoting the Federations products
- Contributes to development of APF plans and strategies including analysing and advising on key trends and issues impacting on the sport and APF membership

## **2. Achieves Results**

- Applies up to date knowledge of sport development approaches and strategies
- Uses available resources effectively and maintains group assets under personal control
- Effectively manages projects including planning, monitoring and prioritisation
- Supports productive working relationships:
  - Builds and maintains positive working relationships with athletes, coaches, officers, officials and key stakeholders
  - Has interpersonal skills which enable acceptance as a trusted mentor by coaches and athletes at all levels
  - Communicates concisely and effectively both verbally and in written communication, and in a timely manner
  - Values individual differences and diversity
  - Listens to and understands the needs of others
  - Shares knowledge and supports others
- Participates in Personal Development activities
- Meets personal presentation standards
- Has a willingness to work unusual hours and to travel extensively

### **Key Performance Indicators:**

- Appropriate progress has been made towards the implementation of the National Competition Plan in alignment with APF Strategic Direction
- Comprehensive Plans & progress reports are being provided in a timely fashion
- National and International Competition involvement is maintained and further developed
- Funding for athlete development is utilized effectively and the process is efficient
- Active contribution to sport and competition committee's output and positive working relationships
- Effective relationships established and maintained with National Officers, officials, coaches, athletes and key stakeholders
- New initiatives are developed and promoted
- Adhere to the principles of and behave in accordance with the Federations Code of Conduct.

End

---