

APPENDIX 1.A – JOB DESCRIPTION FOR NATIONAL TRAINING MANAGER

Profile:

Broad based knowledge of sailing and related equipment in all forms

- Direct experience of training and educational techniques and concepts
- Extensive sailing experience as well as coaching competence
- Presentation skills
- Ability to communicate well through written and spoken word
- Sound judgement and common sense
- Leadership
- Negotiation at a national level
- Coaching and training qualifications and experience – must be able to 'train' the Coaches
- Managerial experience
- Organizing, budget management

Duties:

1. Establish and manage the (National Training Programme) NTP
2. Deliver programme for establishment of Accredited *Training Venues* to agreed annual targets
3. Advise on approved training equipment
4. Recruit and train *Coaches* (all levels)
5. Establish communication with other relevant MNA training providers to ensure that the NTP maintains high standards and best practice levels
6. Look for funding opportunities to develop NTP
7. Report to relevant MNA Committees on all Training activities as required
8. Plan annual budget for NTP and related activities

APPENDIX 1.B – THE ROLE OF THE VENUE MANAGER

The *Venue Manager* should be a qualified and experienced Coach, ideally a *Senior Coach* or have equivalent experience and skills..

The *Venue Manager* will be responsible for:

- Ensuring that all the *Training Venue* Accreditation requirements are met on a rolling daily basis;
- The Safety and Quality of all tuition at the *Training Venue*;
- The safety of *Participants* involved in training activity;
- Ensuring that all established safety requirements are monitored on a day to day basis;
- The *Venue Operating Procedure Manual* and ensuring that all training activities comply with this;
- All aspects of training and management of the *Training Venue* Coaches and volunteers;
- All training activities at the *Training Venue* are supervised by a person holding an appropriate and minimum valid qualification / certification;
- Ensuring that student / Coach ratios are observed;
- All training equipment is properly maintained and fit for purpose;
- Ensuring that powered Coach Boats are only used by suitably qualified and experienced people.