

St Paul's Boxing Academy CIO

HEAD COACH AND COMPETITION SECRETARY

Role and Responsibilities

Role

To lead, manage and develop St Paul's Boxing Academy CIO as a boxing centre of excellence and hub for community service.

Responsibilities

a) Coaches/Volunteers

Recruitment, development, organisation and leadership of the coaching and volunteer team. This includes:

- i. Liaise with Club Welfare Officer to ensure DBS checks and safeguarding training are maintained and monitored.
- ii. Develop training and development opportunities for individual coaches.
- iii. Set high standards of coaching delivery compliant with England Boxing (EB) standards.
- iv. Develop a coach recruitment strategy which includes opportunities for current members to gain accreditation.

b) Membership

- i. Use a variety of ways including social media to communicate the club's vibrant and inclusive ethos.
- ii. Organise a relevant, engaging weekly programme of sessions in conjunction with senior coaches.
- iii. Use St Paul's legacy and values to inspire current and future members.

c) Building and Equipment

- i. Oversee the day to day maintenance of the building and equipment and foster a collective sense of ownership.
- ii. Liaise with the chair of the Management Committee to ensure high standards of maintenance and cleanliness.

d) Events

Take a lead in the organisation of St Paul's programme of Boxing Dinners and events, skills sessions, visits to other clubs including overseas venues and fundraising events.

e) Community hub development

- i. In conjunction with the chair and members of the Management Working Group identify opportunities within the community for personalised coaching and training.
- ii. Develop and oversee St Paul's daytime activity programme both on and off site.
- iii. Represent St Paul's on external bodies and committees as appropriate.

f) Governance

Report to the Trustee Board on all matters relating to key policies including Safeguarding.

Reviewed: November 2022

Next Review: November 2023