

## Role Description and Person Specification

**Role title:** Fundamental Sprint Coach

**Salary:** £13.45 per hour

**Location:** Glasgow Kayak Club, Firhill Basin (and winter venues: swimming pool and sports hall)

**Reports to:** Head Coach

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### About Glasgow Kayak Club

Glasgow Kayak Club is an ambitious, forward-thinking club with a vision to be one of the best paddlesport clubs in the UK. We are committed to creating a safe, supportive and dynamic environment where athletes of all ages and abilities can develop into skilled, motivated and happy paddlers.

Our canoe sprint development programme is shaping the future of the sport in Scotland, and the FUNdamentals Coach plays a vital role in that journey.

### The Role

The FUNdamentals Coach is responsible for introducing children (generally from complete beginners up to U12) to paddlesport, specifically canoe and kayak sprint, in a fun, safe and engaging way and environment.

This is the first step on the sprint pathway, and the coach's primary goal is to build water confidence, basic paddling skills and a lifelong love of the sport. The role sits within the club's Canoe Sprint Development Programme and is key to recruiting and retaining the next generation of paddlers.

### Key Responsibilities

#### Coaching and Session Delivery

- Plan and deliver two weekly coaching sessions for FUNdamentals athletes.
- Create fun and engaging sessions that develop fundamental movement skills, water confidence and basic paddling technique.
- Introduce athletes to K1, K2 and K4 boats in a progressive, age-appropriate manner.
- Incorporate elements of technical progression within a games-based learning approach.
- Deliver winter training sessions in the swimming pool and sports hall, focusing on water safety, fundamental movement and body-weight strength.
- Support young athletes to identify appropriate steps and pathways for themselves, while building a community of paddlers around them.

*This role may involve overlap with the Progressing Paddlers group, depending on numbers and session structure.*

### Supervision and Safety

- Take responsibility for the safety and supervision of all athletes during sessions.
- Conduct equipment checks and ensure all sessions comply with club policies and governing body guidelines (Paddle UK/Paddle Scotland).
- Hold a valid first aid qualification (or be willing to obtain one).
- Act as a responsible adult during sessions, maintaining safeguarding standards at all times.

## Equipment Management

- Oversee the set-up of equipment before each session.
- Manage equipment maintenance and ensure all boats, paddles and safety gear are in good working order.
- Assist with equipment packing for events (regattas, come-and-try sessions and club events).
- Ensure equipment is stored correctly after sessions.

## Facility Management

- Take responsibility for opening and closing facilities for training sessions.
- Ensure the site is secure and equipment is stored safely at the end of each session.

## Recruitment and Club Events

- Play an active role in recruitment groups and come-and-try sessions to attract new young members.
- Engage in club events as required, representing the FUNdamentals programme.
- Support the club's mission to shape the future of canoe sprint in Scotland.

## Communication

- Maintain regular communication with parents regarding their child's progress, session details and pathway opportunities.
- Report on athlete progress to the Head Coach on a regular basis.
- Work collaboratively with the Progressing Paddlers Coach and other coaching staff to ensure smooth transitions for athletes moving through the pathway.

## Philosophy and Approach

The FUNdamentals Coach will embrace the following principles:

- **Fun first:** sessions should be enjoyable, with success measured by smiles, engagement and a desire to return.
- **Technical foundations:** introduce sprint technique progressively through games and challenges, not drills alone.
- **Multi-boat exposure:** familiarity with K1, K2 and K4 builds versatility and teamwork from the start.
- **Long-term view:** this is the foundation stage – the goal is to build a love of the sport, not early competitive success.
- **Part of the pathway:** every session contributes to the athlete's journey towards Progressing Paddlers, Juniors and beyond.

## Person Specification

| Area                            | Essential                                                                                                                                                                                                                    | Desirable                                                                                                                                                                                                                                                             |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Knowledge and Experience</b> | <ul style="list-style-type: none"><li>• Experience working with children and young people in a coaching or educational setting.</li><li>• Understanding of canoe sprint fundamentals and basic paddling technique.</li></ul> | <ul style="list-style-type: none"><li>• Experience of coaching sprint.</li><li>• Background in canoe sprint as an athlete.</li><li>• Swimming teaching experience or qualification.</li><li>• Experience with winter training programmes (pool/hall based).</li></ul> |

| Area                        | Essential                                                                                                                                                                                                                                                                                                                                                                | Desirable                                                                                                                                                                                                          |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Coaching</b>             | <ul style="list-style-type: none"> <li>• Have a BCAB Paddlesports Instructor qualification.</li> <li>• Be able to complete a BCAB Level 3 Race Coach qualification within six months.</li> <li>• Have a two-day first aid certificate, or be able to gain one before starting.</li> <li>• Be able to create fun, engaging and safe sessions for young people.</li> </ul> | <ul style="list-style-type: none"> <li>• Have a BCAB Level 3 Race Coach qualification.</li> <li>• BCAB Performance Race Coach.</li> <li>• Awareness of Long Term Athlete Development (LTAD) principles.</li> </ul> |
| <b>Interpersonal Skills</b> | <ul style="list-style-type: none"> <li>• Organisational and time management skills.</li> <li>• Ability to connect with both young people and adults.</li> <li>• Clear understanding of young people and empathy for the barriers and challenges that face them.</li> <li>• Strong communication skills with people of all ages.</li> </ul>                               | <ul style="list-style-type: none"> <li>• Ability to connect young people's needs and wants to a wider programme and align understanding to sprint.</li> </ul>                                                      |
| <b>Safeguarding</b>         | <ul style="list-style-type: none"> <li>• Have a clear understanding of safeguarding protocols and why these are so important in sport.</li> <li>• Have completed the Sport Scotland CWPS, or be able to complete it before starting the role.</li> </ul>                                                                                                                 | <ul style="list-style-type: none"> <li>• Have completed the Sport Scotland CWPO.</li> </ul>                                                                                                                        |

## Terms

- **Hours:** 4 hours per week (sessions plus planning, equipment management and communication).
- **Salary:** £13.45 per hour (Scottish Living Wage).
- **Contract:** fixed-term, subject to funding review.
- **Training:** opportunities for professional development and coaching qualifications supported by the club.

Any successful applicant will be required to have a PVG through the club before starting in the role.

*Glasgow Kayak Club is an equal opportunities employer and welcomes applications from all suitably qualified individuals. This role is part of our Canoe Sprint Development Programme and contributes directly to shaping the future of paddlesport in Scotland.*