

Working at BaseballSoftballUK

ROLE PACK

CLUB AND COACH OFFICER

APRIL 2024



INTRODUCTION

WORKING AT BASEBALLSOFTBALLUK

BaseballSoftballUK (BSUK) is seeking to appoint a Club and Coach Officer. The Club and Coach Officer will play a pivotal role in supporting and strengthening the network of baseball and softball clubs and leagues nationwide. This role requires a dynamic individual with a passion for baseball and softball, strong organisational skills, and the ability to effectively engage with stakeholders at all levels.

Since 2000, BSUK has provided services to the sports' governing bodies with the aim of developing and increasing levels of participation, skill and achievement in UK baseball and softball. Established as a not-for-profit organisation, BSUK is committed to developing the reach and participation levels in baseball and softball.

There are currently around 20,000 participants playing organised baseball/softball in a thousand teams each year. The playing population is well represented by children, undergraduates, businesses, women and the LGBTQ+ community.

In August 2020, we launched a new four-year rolling strategy titled "Two Sports, One Ambition". The strategy identified four key priorities – increasing participation, developing talent, supporting the grassroots and improving the financial sustainability of the sports and of the organisation. Our ambition is for baseball/softball is to be played in more places, by more people.

When you join BSUK, it is not just another job. You will work in a progressive development and performance agency, looking to make lasting and meaningful impact on people's lives through baseball and softball. We pride ourselves on being outspoken in our words and deeds on the place of women and girls in sport and the importance of proactive LGBTQ+ initiatives. We seek out opportunities to work in ethnically diverse communities and to introduce our sport to people who have disabilities.

BSUK employs a dynamic, skilled, and nimble team able to deliver to the needs of the two Federations and wider community. Staff cover a wide range of work areas, including Performance, Development, Operations, Finance, and Governance. The full-time and part-time staff are supported by a national team of freelancers and volunteers.

Why work for BSUK?

1. It is rewarding

A desire to build a brighter future for our sports is shared between all involved – from the board of directors to the staff and national volunteers – all working towards a common vision. There is a great deal of potential within the sports that we are all working to realise.

2. It is a great time to be involved with the sports

Baseball and softball are booming – with the number of participants having nearly tripled in the last decade. This is an exciting time to be employed in the sports thanks to funding partnerships with Sport England, UK Sport, Major League Baseball and the Mayor of London's Office, an opportunity for the national teams to qualify for the Olympics in 2028 and Major League Baseball events coming here.

3. Never a dull moment

The role is varied – no two days will be the same. There's scope to develop the role and help the organisation reach the next level.

4. Build your network

You will be working with a wide range of companies, meeting new people and exploring new opportunities.

5. Flexible working policy

We operate a progressive Flexible Working Policy.

You can learn more about us [here](#).

JOB DESCRIPTION

CLUB AND COACH OFFICER

JOB TITLE: Club and Coach Officer

REPORTS TO: Head of Development

LOCATION: TBD

CONTRACT: Full Time / Permanent

PAY BAND: £27,652 – £33,760

APPLICATION DEADLINE: Application closes at 11:59pm on Tuesday 7 May 2024

Overview

The Club and Coach Officer will play a pivotal role in supporting and strengthening the network of baseball and softball clubs and leagues nationwide.

Your primary responsibilities will encompass the development and implementation of a comprehensive national coach development framework, along with managing a diverse workforce of volunteers, sessional coaches, and on-staff coach developers.

This role requires a dynamic individual with a passion for baseball and softball, strong organisational skills, and the ability to effectively engage with stakeholders at all levels.

The Benefits

- Competitive salary
- Great holiday and flexi days allowance
- Strong Flexible Working Policy (helping to balance some out-of-hours working)
- Resilience-focused culture, placing your personal wellbeing first
- Pension plan
- Home working financial allowances.
- Regular staff training and CPD opportunities.
- and much more of the sorts of things you'd expect from working in a sports organisation

Main Tasks & Responsibilities

1. Club and League Support

- Provide on-the-ground support to baseball and softball clubs and leagues across the country.
- Foster relationships with clubs to understand their unique needs and challenges.
- Implement initiatives to enhance the overall growth and sustainability of affiliated clubs.

2. National Coach Development Framework

- Develop and deliver a comprehensive coach development framework aligned with national standards.
- Design and facilitate training programmes, workshops, and resources for coaches at various levels.
- Ensure the integration of best practices and the latest coaching methodologies into the framework.

3. Workforce Management

- Recruit, train, and manage volunteers, sessional coaches, and on-staff coach developers.
- Provide ongoing support and professional development opportunities for the coaching workforce.
- Foster a positive and collaborative culture among coaches and other stakeholders.

4. Monitoring and Evaluation

- Establish systems for monitoring and evaluating the effectiveness of coach development programmes.
- Collect feedback from coaches and stakeholders to continuously improve services.
- Implement data-driven approaches to assess the impact of initiatives on the development of players and coaches.

KEY RELATIONSHIPS

CLUB AND COACH OFFICER

Key Relationships

The postholder will be expected to connect BSUK's work with the efforts of the National Governing Bodies: the British Softball Federation, the British Baseball Federation; and with the Board, Senior Leadership Team and wider staff.



Additional responsibilities as a member of staff

As a member of the staff team, the role will be expected to be prepared to contribute across a wide range of activities, accepting collective and individual responsibility, where needed and necessary. At times, this may include becoming involved with regional work, directly delivering development or sports activities or working upwards to shape the strategic direction of the organisation. All staff are expected to be organised and administratively sound, assisting others where necessary.

The activity that a staff member could become involved in includes:

- Setting strategic direction for the development of baseball and softball;
- Identifying initiatives and overseeing strategic planning and implementation;
- Raising public awareness of sporting opportunities and promoting participation in baseball and softball;
- Evaluating and monitoring activities and projects using performance indicators, including maintaining records and producing written reports;
- Attending local, regional and national meetings, seminars and conferences;

- Liaising with clubs and leagues to develop best practice in a range of areas;
- Managing resources and a budget and identifying potential opportunities for external funding;
- Maintaining links with county, regional and national sporting representatives;
- Working within specific guidelines, e.g. equal opportunities, health and safety, child protection;
- Providing technical and general articles for BSUK media as requested;
- Incorporating Equity and Child Protection into development delivery and ensuring relevant actions and targets are met;
- Offering event organisation, coaching, organisation and administration support across the organisation and the sports when appropriate and / or needed.

Job descriptions cannot be exhaustive and the postholder may be required to undertake other duties broadly in line with the above key responsibilities.

PERSON SPECIFICATION

CLUB AND COACH OFFICER

	Essential	Desirable
Experience		
Proven experience in developing and delivering coach development programmes.	✓	
Experience of developing organisational governance and systems at a local and regional level.	✓	
Ability to lead and coordinate a team of staff effectively.	✓	
Experience in collaborating with clubs, leagues, and coaches to achieve common developmental goals.	✓	
Proven success in developing and maintaining partnerships with various stakeholders to support sports initiatives.	✓	
Experience working on development projects at an international level.		✓
Previous experience in a similar role within the sports industry.		✓
Knowledge		
Understanding of the challenges faced by clubs and leagues in the baseball and softball community.		✓
Understanding of BSUK structures and programmes.		✓
Understanding of the British and international sporting landscape.		✓
Familiarity with current trends and innovations in coaching.		✓
Knowledge of sports development principles and strategies.		✓
Skills		
Strong interpersonal and communication skills, with the ability to engage effectively with a diverse range of stakeholders.	✓	
Excellent verbal and written communication skills.	✓	
Excellent organisational and project management abilities.	✓	
Demonstrated leadership skills, with experience in managing teams or volunteers.	✓	
Skilled in sports programme creation, review and development.	✓	
Skilled to use modern IT.	✓	
Capacity for innovative thinking and introducing new approaches to sports development.	✓	
Ability to work flexibly, under pressure, adapting to changing situations.	✓	

PERSON SPECIFICATION CONT.

CLUB AND COACH OFFICER

	Essential	Desirable
Other		
A leader who can effectively develop other people's areas of work.	✓	
A deep passion for and knowledge of baseball and softball.	✓	
A team player, who can work well as a member of the staff team	✓	
Organised and delivery focused - able to deliver against targets, based on a sound prioritisation of time and resource, with a heavy workload	✓	
Honesty and diplomacy in working with others. Reliable and accountable.	✓	
Problem solver, making good decisions with a 'can do' attitude.	✓	
Modern, enlightened and embracing of diversity.	✓	
Willingness and ability to work a flexible working week including unsociable hours (evenings and some weekends)	✓	
Willingness to travel nationally as required.	✓	
Genuine passion for sports and a commitment to the positive impact of sports development on individuals and communities.		✓
Relevant coaching qualifications and certifications.		✓



HOW TO APPLY

Applications should be made online by clicking [here](#).

You will be asked to provide information about your background and education as well as providing us with a personal statement that reflects the job description and person specification.

For more information, please contact erica.barrett@bsuk.com

Interviews are scheduled to take place the following week and/or on a rolling basis as suitable applications are received. Feedback will be provided to candidates who are invited to interview and are unsuccessful.



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