

Club and Coach Officer

Reports To: Head of Development

Contract: Full Time / Permanent

Overview

BaseballSoftballUK is the development agency for baseball and softball in the United Kingdom.

The Club and Coach Officer will play an important role in strengthening and growing the baseball and softball community across the UK. The role is focused on supporting clubs, leagues, coaches and volunteers to create sustainable environments where players and participants can thrive.

We are looking for someone who can make a tangible impact on the development of the sports. The successful candidate will work closely with members across both baseball and softball, building strong relationships and supporting them to bring the sports to life in their communities.

A central focus of the role will be the ongoing development and delivery of the Coaching Playbook, helping to shape a modern and accessible approach to coach development that aligns with national professional standards, including those of CIMSPA.

The role requires someone who is highly collaborative, creative in their approach, and motivated to find new and accessible ways to engage with clubs, leagues and coaches. The postholder will support the development of clubs and leagues through practical advice and guidance across areas such as programmes, facilities, governance and funding.

Main Tasks & Responsibilities

Club and League Development

- Support the development and sustainability of affiliated baseball and softball clubs and leagues across the UK.
- Build strong relationships with clubs and leagues to understand their needs, challenges and ambitions.
- Provide practical guidance and support in areas including:
 - club and league development
 - programme planning and delivery
 - governance and organisational development
 - facility access and development
 - identifying and accessing funding opportunities
- Encourage the sharing of good practice across the baseball and softball community.

REGISTERED OFFICE

Home Plate, Farnham Park National Baseball & Softball Complex, Beaconsfield Road, Farnham Royal SL2 3BP
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www.BaseballSoftballUK.com
Registered Company 06258953

- Support clubs and leagues to create inclusive, accessible and welcoming environments for participants.

Coach Development

- Lead the development and delivery of BSUK's coach development activity, with a particular focus on the Coaching Playbook.
- Support the design and delivery of accessible learning opportunities for coaches across both sports.
- Ensure the ongoing development of coaching resources, tools and learning opportunities that meet the needs of the community.
- Align coach development activity with national standards, including those set by CIMSPA, and support the professional development of the coaching workforce.
- Work with national governing bodies and partners to strengthen the overall coaching pathway.

Workforce and Community Engagement

- Develop strong and positive relationships with coaches, volunteers, clubs and leagues across baseball and softball.
- Support the recruitment, development and retention of coaches, volunteers and coach developers.
- Identify new and creative ways to engage members and support them in delivering high-quality sporting experiences.
- Promote collaboration and a strong sense of community across the baseball and softball network.

Monitoring, Evaluation and Learning

- Monitor and evaluate the impact of coach and club development initiatives.
- Collect feedback from members to ensure services continue to meet the needs of the community.
- Maintain appropriate records and contribute to reporting on programme outcomes and impact.
- Use insight and learning to inform the ongoing development of programmes and services.

Key Relationships

The postholder will work closely with:

- BaseballSoftballUK staff and senior leadership
- The British Baseball Federation
- The British Softball Federation
- Clubs, leagues, coaches and volunteers across the UK
- Strategic partners including Major League Baseball, UK Coaching, CIMSPA and other development partners

Additional Responsibilities as a Member of Staff

As a member of the BaseballSoftballUK staff team, the postholder will contribute to the wider work of the organisation and support the collective delivery of strategic priorities.

This may include:

- supporting the delivery of national and regional events and programmes
- contributing to organisational planning and development

- attending meetings, conferences and development forums
- contributing to communications and resources for the baseball and softball community
- supporting monitoring, evaluation and reporting activity

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

To Apply

Please send your CV and a covering letter to aled.howell@bsuk.com. Applications are due by 15 April.

Person Specification

Experience

	Essential	Desirable
Experience delivering coach education or coach development programmes.	Yes	
Experience working with clubs, leagues or volunteer-led sports organisations.	Yes	
Experience building effective relationships with a range of stakeholders.	Yes	
Experience supporting the development of coaches, volunteers or community sport programmes	Yes	
Experience working within baseball, softball or similar participation sports.		Yes
Experience working within a national governing body or sports development environment.		Yes

Knowledge

Understanding of the challenges and needs of clubs and leagues within community sport.	Yes	
Knowledge of coach development principles and modern approaches to coach learning	Yes	
Understanding of sports development principles and participation pathways	Yes	
Knowledge of baseball and/or softball		Yes
Familiarity with CIMSPA standards and professional development frameworks		Yes

Skills

Excellent interpersonal skills and the ability to build trusted relationships with a wide range of stakeholders	Yes	
Strong communication skills, both written and verbal	Yes	
Strong organisational and project management skills	Yes	
Ability to think creatively and develop new ways to engage and support the baseball and softball community.	Yes	
Ability to work independently while contributing effectively as part of a team	Yes	
Confident in the use of modern IT and digital tools	Yes	

Personal Attributes

Passionate about the role sport can play in communities	Yes	
Collaborative and supportive in working with others	Yes	
Organised and delivery-focused, able to manage priorities effectively	Yes	
Positive, proactive and solution-focused in approach	Yes	
Committed to equality, diversity and inclusive practice ²	Yes	
Modern, enlightened and embracing of diversity.	Yes	
Willingness to travel nationally and work occasional evenings and weekends	Yes	