

JOB PROFILE – DIRECTOR OF COACHING

(Updated April 2024)

JOB TITLE - Director of Coaching (DOC)

POSITION SUMMARY / RESPONSIBILITIES

The Director of Coaching is responsible to the membership for ensuring that in conjunction with other members of the Technical Working Party, they complete tasks and implement strategies to achieve the goals and mission of the organisation ensuring at all times a unified standard of drills, routines and judging is maintained. The Director of Coaching is responsible for Coach Education, Recruitment, and as an Advocate for all registered Coaches.

PERSON SPECIFICATIONS

The DOC should possess the following knowledge, skills and attributes:

- Holder of MNZ Foundation Coach Award
- Able and willing to display positive leadership.
- Thorough knowledge of MNZ Drills and Routine Requirements and Judging Criteria and Judging Sheets.
- Be familiar with the Constitution, Policies and Rules of Participation of MNZ
- Effective administrator, with good communication, written, listening and organisational skills.
- Knowledge of MNZ administration as it affects position of appointment and as it affects Teams and Coaches.
- Ability to relate positively with a wide range of people and value and respect diverse cultures.

REPORTING LINES / WORKING RELATIONSHIPS

- MNZ Executive Officer
- MNZ Board via the MNZ Executive Officer
- Technical Manager and Director of Judging.
- Association Coaching Co-ordinator
- Sport NZ (Sport New Zealand)
- RST's (Regional Sports Trusts.)

KEY TASKS

- Be an integral member of the Standing Working Party – Technical (TWP) and comply with the Terms of Reference as approved by the Board.
- Maintain a unified standard of drills, routines and judging, in conjunction with the TWP.
- Attend meetings of the Technical Working Party
- Prepare a report for each Board meeting and the Annual Meeting of Marching New Zealand.
- In conjunction with the TWP, develop and provide for Board approval, a recommended programme of education and training for Coaches, including accreditation and implement the approved education and training programme.
- Maintain a register of Coaches and accreditation status.
- Be responsible for leading coach recruitment and accreditation.
- Maintain communication through Association Coaching Co-ordinators.
- Consider and handle comments, advices and complaints forwarded by Coaches, in conjunction with the Technical Manager and/or the Director of Judging.
- Consult with the Technical Manager and ascertain targets for inclusion in the Annual balanced Scorecard (Board measurement tool).
- Create an environment which is conducive to achieving MNZ goals

PERFORMANCE EXPECTATIONS / KPI's

- Create an education and training environment which is conducive to positive learning and which increases the skill levels of Coaches
- A unified standard of drills and routines is achieved and maintained.
- Attend meetings of the Technical Working Party.
- Attend Island Championships and New Zealand Championships and, if requested, International Contests/Events.
- Attend Annual Meeting of Marching New Zealand.
- Attend and facilitate all National Coaching workshops

- Attend appropriate development courses relevant to the position.
- Recommend changes to Coach Accreditation and Coach Development programme to the TWP.
- Satisfactorily handle communications with all coaches through Association Coaching Co-ordinators.
- Project an atmosphere of loyalty and support to Marching New Zealand and its Board.
- Set a high standard of professional conduct.
- Undertake any other duties required by the Board
- Attend National Judging Workshops