



COACHING CONSULTANT

STATUS	Full-Time
REPORTING TO	Director, Education Partnerships
LOCATION	Ottawa, ON
SCHEDULE	40 hours per week (Monday to Friday)
ANNUAL SALARY	\$55,000 – \$63,000

POSITION SUMMARY

Reporting to the Director, Education Partnerships, the Coaching Consultant is responsible for managing a portfolio of programs and projects to support the organization's strategic imperatives and mission. In addition, the Coaching Consultant provides consultation to external sport partners about Coaching Association of Canada (CAC) products and services, serving as a steward of the National Coaching Certification Program (NCCP).

Only applications submitted to hr@coach.ca will be considered for the position. All responses are appreciated, however, only those selected for an interview will receive a reply.

CORE DUTIES & RESPONSIBILITIES

Partner Engagement and Consultation

- Develop and maintain positive relationships with partner organizations, including regular communication, meetings, and collaboration to understand their needs and challenges.
- Engage with partners to improve sport partners' knowledge about CAC products and services.
- Support sport partners in navigating applicable processes, policies, and change.
- Participate in the design, development, and revisions of content, structure, and learning materials for CAC and NCCP coach education curriculum.
- Contribute to policy implementation, review, and development through industry trends research, gathering and assessing feedback from partners, and following processes for approval and implementation.
- Enhance NCCP coach education delivery practices, with an emphasis on blending learning (in-person, online, eLearning).
- Manage agreements and distribution of funds pertaining to sport partners' eligibility for program funding (Support to Sport contribution program).
- Oversee administrative/operational details to facilitate successful engagements, including communication, agenda design, group facilitation, document creation and file management, and coordinating travel and logistics.
- Support partners with database administration and reporting functions.

Program and Project Management

- Manage the complete project lifecycle for assigned programs and projects.

- Work collaboratively with business owners to define project requirements and develop project charters.
- Utilize project management tools, templates, and processes, with guidance from the Project Management Office as needed.
- Hold regular meetings with business owners and project teams to provide monitoring and reporting updates.
- Monitor programs and projects for issues and opportunities and adjust project plans accordingly.
- Lead debrief processes and reporting upon completion of programs and projects.
- Ensure proper accounting, documentation, and file management for assigned programs and projects.
- Support Director in addressing challenges and completing tasks as they arise.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, & OTHER COMPETENCIES

The following knowledge, skills, abilities, and other factors, gained through work experience, education, or a combination thereof, are essential for success in the role.

These core competencies are behavioural expressions of the CAC's aspirational values. All current and prospective employees should demonstrate the ability or potential to perform in these areas.

Functional Competencies

- Relationship-building: the ability to establish, develop, and maintain positive connections with others
- Interested party engagement: the ability to ensure relevant parties are informed and involved in conversations and decisions that affect them.
- Project management: the ability to plan, initiate, execute, control, and close the work of a team to achieve specific goals.
- Resource management: adept at identifying and allocating resource requirements (human, financial, time) to meet project deliverables.

Job-Specific Competencies

- Demonstrated knowledge and experience in an NCCP sport administration context (National, Provincial, community).
- Facilitation: the ability to effectively lead discussions to ensure outcomes/objectives are achieved.
- Motivational leadership: the ability to encourage others to take action or persist in a task.
- Data insights: the ability to gather, assess, and interpret data to inform improvements to products, services, or strategies.
- Critical thinking: The ability to collect information, ask thoughtful questions, and analyze possible solutions to improve organizational outputs.
- Problem-solving: the ability to identify solutions to difficult or complex problems.
- Curriculum development: experience developing structured and engaging educational programs and/or materials and experiences for students.
- Product expertise: the aptitude to develop in-depth knowledge about CAC products and services.

- Presentation skills: the ability to effectively convey information to an audience through verbal and visual cues.
- Experience coaching or working with athletes with a disability would be considered an asset.
- Preference will be given to bilingual (English/French) candidates.

WORK ENVIRONMENT

- The incumbent will be required to complete 8-hour work shifts within the window of 7h00 – 18h00, with consideration given to accommodation requirements.
- The CAC operates a hybrid work model with employees working in the office 3 days per week, with consideration given to accommodation requirements. Preference will be given to Ottawa-based candidates.
- All employees have a dedicated workspace within a shared office environment.
- Occasional travel or extended hours may be required.
- This is a public-facing role. The incumbent should be comfortable interacting with members of the public and leading group presentations.

APPLICATION INFORMATION

The CAC is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, color, ethnic origin, citizenship, creed, gender identity, sexual orientation, record of offences, age, marital status, family status or disability.

Please send your resume and cover letter by **August 5, 2024**, to hr@coach.ca. **Only applications submitted to hr@coach.ca will be considered for the position.** All responses are appreciated, however, only those selected for an interview will receive a reply.