



Canoe England Job Description

Part Time Disability Officer (0.5)

Purpose of Post:

To develop and support the provision and opportunities for disabled people to participate in Paddlesport in England, resulting in an increase in the numbers participating on a regular basis.

This is a 0.5 post (2.5 days per week)

Responsible to: Canoe England Lead Equity Officer

Based: Bingham office – consideration would be given to a Midlands based post.

Duties and Responsibilities:

1. To review, develop and implement a development plan for disability in line with the Canoe England Development Plan 2009-13 and the BCU/Canoe England Equality Action Plan.
2. Review and develop the existing structure of support to clubs and centres, including Disability Coordinators and resources required. Develop new sustainable opportunities for disabled paddlers.
3. Lead on the review and development of a club accreditation scheme linked to provision for disabled people.
4. Work with the Lead Officer for Equality to develop and maintain an up to date database on club and centres providing quality provision for disabled paddlers.
5. Work with the Lead Officer for Equality to raise the profile of disability programme within the sport and to external equality organisations including EFDS and Special Olympics.
6. Represent Canoe England with the EFDS in securing support, research to help us deliver on our plans and achieve our outcomes.
7. Review and develop Paddle-Ability in competition to increase participation within regional events and in additional disciplines where required.
8. Work with relevant colleagues to support work towards inclusion in the Paralympics and the supporting structures required for both paddlers and coaches.
9. Support and develop the Va'a class of paddling for disabled paddlers in England.
10. Develop a sustainable programme for participation and involvement in Special Olympics events.
11. Support and assist in the development of a new Inclusive Paddlesport Awareness module in line with BCU/UKCC courses.

12. Increase disability awareness both internally and externally and ensure equality of opportunity is afforded to everyone. Actively seek to eliminate any direct or indirect discriminatory practices and behaviour.
13. Attend and contribute at relevant meetings as required.
14. Liaise with Canoe England Participation Team and Club Coaches to ensure an integrated planning and delivery programme
15. To monitor ensure that key personal targets, outcomes and KPI's agreed with your line manager are met.

General

This is not a 9am – 5pm office based post and some weekend and evening work will be necessary. In addition, as an outreach post some travel is required and the applicant should be able to drive and own a car.

Person Specification

The successful candidate will possess:

Skills and Experience

- Excellent communication skills – written and verbal
- Energy and enthusiasm with the ability to enthuse others
- Ability to plan and set clear goals
- Good organisation skills
- An ability to be persuasive and make things happen
- Ability to prioritize workload with the ability to work under pressure
- Strong interpersonal skills – diplomatic and responsive to the views of others
- Ability to see projects through to their conclusion
- Self motivated and able to work effectively unsupervised
- Able to work as part of a team or on own initiative.
- Previous experience of sport development work or disability development
- Good understanding of a club/voluntary environment
- Have experience and a positive attitude to both competition and recreational sport
- A good understanding /experience of issues faced by disabled people participating in sport.
- Experience and qualifications as a Paddlesport coach is desirable but not essential.