



Table Tennis Head Coach

Candidate pack



Hello from our team!

Are you someone with a passion to challenge the inequalities faced by children? Do you want to make a difference to children with few opportunities? If the answer to these questions is yes, then you may well fit right in!

There are many reasons why the work we do at Greenhouse Sports is important. We work with young people from deprived backgrounds because the crisis for children living in deprivation is real and urgent. Children from the poorest families are 3 times more likely to not participate in any extra-curricular activities compared to those from wealthier families and they lack many opportunities that are available to their wealthier peers. Sports gives these young people an opportunity and in many cases their only opportunity to participate in sports, physical activity and mentoring. We believe that every child deserves a fair chance to succeed in life and with your support we can improve the life chances of over 7,000 young people a year in deprived areas of London by helping them develop essential life skills, increase their engagement with education and give them positive activities to take part in outside of school.

For everyone employed at Greenhouse Sports, it's more than just a job. From our coaches on the front-line, delivering to children first-hand, to our office staff – we all truly want the same thing: to make a difference to young people living in London.

Greenhouse Sports is a medium sized charity but our work and impact is far-reaching and we think big! We are focused and professional in meeting goals and targets, but know that it is important everyone maintains a healthy work-life balance and feels well looked after. Last year, our annual staff survey said that 95% of respondents to the staff survey say they enjoy working for Greenhouse; 84% say we responded effectively to the pandemic; 80% feel they can express their views openly to their manager; and 90% feel their colleagues are passionate about the work they do for Greenhouse.

I hope you will consider applying and joining the Greenhouse family.

Chris Allbut, Director of Programmes



The important stuff

benefits of working here

- A flexible approach with a mix of home and office working, depending on your role.
- 20 days' paid holiday, increasing by 1 day a year up to 25 days. Paid bank and public holidays on top.
- Each year we close for 2 weeks over Christmas meaning you'll get another 7 days paid holiday each year to take over the festive period.
- Automatic enrolment onto a health insurance plan with Westfield Health, where you can claim money back on things like physiotherapy, eye tests, dental work and access counselling and GP services.
- Annual personal wellbeing budget to spend at BetterSpace, a wellbeing app that provides resources to assist with a proactive approach to a healthy wellbeing.
- 10 fully paid sick days.
- Enhanced maternity pay after 2 years' service.
- We want to know how you would like your career to develop with us. 40% of our team have been with us over 4 years and we have a strong culture of internal promotion alongside internal management training opportunities and support for external CPD suitable to your role and ambitions.
- No long-hours culture. We value the quality and efficiency of your work – not the length of time you put in.
- Centrally located (a stone's throw from Marylebone and Baker Street), at our community centre and HQ – with a wide range of shops, cafes and bars right on the door step – and where you will be directly getting to know the local community that Greenhouse work closely with.



Job description

Main purpose of the Table Tennis Head Coach role

A Greenhouse Head Coach does more than simply coach, although there is plenty of coaching involved! They mentor the young people, supporting each individual's growth and journey through sport, offering life skills, and achieving their goals in life and beyond sport.

A Greenhouse Head Coach plans and manages their programme, forging strong relationships with staff in the school, including PE teachers, Year Leaders, and Support Staff, to effectively deliver a fully inclusive programme, in accordance with Greenhouse Sports research backed STEP framework. This combination ensures an inclusive and holistic experience for all our young people.

Key responsibilities

Impact Measurement

- To ensure that registration and session attendance is accurately recorded for management information and external reporting purposes
- To manage attendance and impact evaluation results to meet internal and external targets
- To monitor session activity and demand with a view to implementing timetable changes
- To work closely with colleagues to ensure comprehensive monitoring and impact evaluation of the programme is in place throughout the year, including carrying out, administering and communicating participant testing and research as directed by GS Professional Conduct
- To portray yourself professionally as a role model and mentor to young people at all times
- To actively establish and maintain professional 'customer focused' relationships with internal and external stakeholders (parents, teachers and other parties) at all times

Other Duties & responsibilities

- Meet all GS Essential Operating Standards (EOS) and ensure you take responsibility for keeping up to date with industry standards and developments specifically relevant to your role
- Attend relevant training as required (EOS)
- To advocate and positively promote GS to the public

This is an outline of the post-holder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the charity.

Skills & Experience

- Minimum of NGB Level 2 coaching qualification in Table Tennis
- Knowledge and experience of delivering fully inclusive Table Tennis programmes, preferably in a school, community or sports club setting
- Knowledge of Safeguarding & Child Protection principles and good practice
- Knowledge of Equality & Inclusion principles
- Good working knowledge of Health & Safety issues
- Experience of working with young people from disadvantaged and underrepresented groups who do not typically engage in sport and physical activity
- Leadership qualities and ability to be a role model to young people and peers
- Reliable with excellent time keeping and time management skills, and to take initiative
- Flexible attitude - willingness to work unsociable hours, evenings and weekends as required
- Capacity to handle sensitive and confidential information and situations
- Good interpersonal, communication and negotiation skills
- Strong organisational and administrative skills – able to manage own time and take initiative
- Proficiency with IT systems including Microsoft Office suite

• **Personal Attributes**

- Highly passionate about Greenhouse Sports' mission
- Growth mindset
- Resilient



Equality, Diversity & Inclusion

Workplaces that welcome diversity in age, ethnicity, gender identity, marital or civil partnership status, parental status, race, religion and belief, sexual orientation, physical or mental abilities are better and more innovative organisations and more representative of those we seek to help.

At Greenhouse we value diversity and we actively promote equality of opportunity throughout our charity to ensure that our people are treated fairly and equitably, in a way that is consistent with their potential skills and abilities. We take care that our employees are recruited, trained and promoted on the basis of reasonable and legal criteria.

Greenhouse has a Diversity Champion Committee whose role is to implement our inclusive vision and make recommendations to the senior management team and Trustee Board.

Our recruitment process could involve one or more interviews; a written or oral assessment; and the on-line completion of psychometric questionnaires. If you are invited to an interview and you have a physical or mental medical condition which could impact on your ability to participate in Greenhouse's recruitment process, please let us know before your interview by emailing the Manager who is recruiting for this position.