

HEAD OF COACH DEVELOPMENT (P&P) - VOLUNTARY ROLE RECRUITMENT PACK



Who We Are

Some space. A ball. Your mates. A game.
Your team. A competition. Maybe a trophy or two.
Work hard. Develop skills. Get selected. Represent your nation.
Volunteer time. Pick up a whistle. Make a difference.
We are England Touch. Pick up a ball and play!

The England Touch Association (ETA) is a National Governing Body (NGB) for the sport of Touch (also referred to as Touch Rugby or Touch Football) in England. We are Sport England recognised and affiliated to the global governing body of Touch, the Federation of International Touch (FIT). The ETA has evolved from a committee of volunteers into a not-for-profit company limited by guarantee with an accountable board of Directors, a Senior Executive, a developing paid workforce of employees and an extremely loyal base of volunteers.

Our Vision

Our Purpose is to govern the sport of Touch.

Our Vision is to grow a more accessible, inclusive and enjoyable game, which delivers positive outcomes for physical, mental and social well-being.

Our Vision is achieved by:

- Growing the Game (increasing participation in playing, coaching, refereeing and volunteering)
- Developing the Sport (governing and developing participation from grassroots to elite level)
- Evolving as an organisation (expanding our infrastructure with a strong focus on Equity, Diversity and Inclusivity, as well as ensuring that Sustainability is also at the forefront of our thinking)

Our Vision is delivered through:

- Education (schools, colleges, universities and our educational courses and qualifications)
- Clubs (supporting club activity and engagement at all levels within our game)
- Competition (creating inclusive, diverse and accessible offers across wide ranging demographics)

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Why Do We Need You?

To lead the development and operational delivery of high-quality coaching programmes across the England Touch Association (ETA). This includes establishing a national coaching framework, supporting coach education and mentoring, selecting and placing coaches within the performance teams (as a part of the Performance Leadership Team) and aligning coaching with performance pathways and participation growth objectives.

The role will also champion coaching excellence from community to elite levels.

Role Details

Department	Pathways and Performance
Supported by	Director of Pathways and Performance
Supporting	Part of the Pathways and Performance Leadership Team (PPLT) Liaises with National Squad Coaches, Coaching Course Coordinators, Coach Developers, Delivery Partners (e.g. Try Sports), and Federation of International Touch (FIT) Officials.
Hours	Approx 4-8 hours / week, increasing during the tournament / event season
Key Activity Periods	January - March: Annual planning, coaching course / CPD workshop delivery, regional and club coach recruitment and coaching events / conferences. April - August: Major domestic and international events, coaching assessments. September - November: Debriefs/appraisals, end of season reviews, national squad coach recruitment and coaching course / CPD workshop delivery.
Role Duration	The PPLT are appointed for a 4 year competition cycle, renewable for a maximum of 2 terms.
Expenses	Pre-approved and allowable expenses (travel, accommodation, etc) will be reimbursed upon completion of the standard expenses form to Finance
Location	Work from home and various other locations as required

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What You'll Do

1. Strategy & Development

- a. Design and implement a comprehensive national coaching strategy aligned to the ETA's vision and strategic priorities for the four year Touch World Cup cycle, as laid out by the ETA Board. This would be signed off by the Board before implementation.
- b. Develop and maintain a tiered coaching framework for all levels (community to elite).
- c. Collaborate with the PPLT and selected National Squad Coaches to set measurable goals for the coaching framework.
- d. Embed coaching support into the ETA's pathways and performance strategies.

2. Talent Identification & Recruitment

- a. Initiate programmes for identifying talented coaches and performance analysts and nurturing this talent within Touch.
- b. Work closely with schools, colleges, universities, clubs, leagues, events and regions to promote pathways for coach development and performance analysis.
- c. Manage the process of recruiting coaches and performance analysts at different stages of the pathway.

3. Coach Education & Mentoring

- a. Oversee the design and delivery of educational content (courses, CPD, digital modules) to enhance the coaching skills and knowledge of coaches nationwide.
- b. Coordinate the certification, progression, and upskilling of coaches at all levels.
- c. Ensure that coaching qualifications and education align with national and international standards and best practices within Touch.
- d. Establish systems for monitoring and evaluating coaching performance and measuring athlete development outcomes.
- e. Establish and manage a national coach mentoring programme.

4. Performance Integration

- a. Collaborate with performance leads to ensure coaches meet development goals for regional and international squads.
- b. Collaborate with performance analysts to interpret data and make informed decisions about coaching strategies and performance.
- c. Develop and implement Individual Coach Development Plans (ICDPs).
- d. Promote coaching alignment across all high-performance squads.

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5. Quality Assurance & Evaluation

- a. Monitor the quality and impact of coaching programmes through feedback, KPIs, and evaluation tools.
- b. Lead periodic reviews of coaching policies and training standards.

6. Collaboration & Community Building

- a. Engage with coaches, referees, clubs, leagues, regional leads, and volunteers to build a strong coaching community and advocate for coaching excellence.
- b. Work closely with the EDI Lead to promote inclusive coaching practices and diversity within coaching to ensure a welcoming environment for all coaches.
- c. Represent the ETA at relevant coaching and sport development forums.

7. Networking & Representation

- a. Represent the ETA at national and international coaching forums, conferences and events.
- b. Build and maintain partnerships with other sporting and coaching organisations to promote Touch.



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Who You Are

Essential Qualifications, Skills & Experience

- Touch Qualifications: ETA or Federation of International Touch Level 2 Coaching Qualification and/or UK National Standard Coaching Certificate - Level 2 Coach accredited via government accredited awarding body (e.g. 1st 4sport).
- Coaching Programmes: Proven experience in coaching programme design and delivery.
- Coach Development: Working with coaches at all levels from community coaches to performance coaches.
- Coach Education: Experience in leading coach education and / or coach developing / mentoring.
- Athlete Development: Understanding of long term athlete development (LTAD) and coaching pathways.
- Touch Experience: Extensive experience of coaching Touch at community and elite level.
- Safeguarding: Knowledge and experience of safeguarding and welfare in coaching environments.
- EDI: Knowledge and experience of Equality/Equity, Diversity and Inclusivity (EDI) policies and inclusive coaching practice.
- Facilitation: Workshop and Continued Professional Development (CPD) facilitation
- Representation: Willingness to professionally represent the ETA at events and engage with stakeholders.

Desirable Skills & Experience

- Coaching Qualifications: National Standard Coaching Certificate 3 or higher in another sport.
- Sports Qualifications: Sport science, sport education or sport management qualifications and / or experience.
- Information Technology (IT) Skills: Using and/or developing digital learning platforms and digital content creation.
- Strategic Priorities: Knowledge of and familiarity with the ETA's strategic goals.
- Volunteer Management: Experience of managing and inspiring a volunteer workforce.
- NGB Experience: Experience of working with or within National Governing Bodies (NGBs).

Key Attributes

- Excellent verbal and written communication and attention to detail.
- Strong leadership skills with the ability to inspire and motivate coaches.
- Ability to support diverse coaching cohorts and champion inclusion.
- Ability to think strategically, plan meticulously and use innovation.
- Ability to self-manage and work flexibly.
- Willingness to travel to training camps and events.
- Commitment to the ETA's values: inclusivity, transparency, ambition, unity and respect.

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What Can We Offer You

- Opportunity to utilise and develop your portfolio of skills and experience.
- Gain valuable hands-on experience in an NGB, which is also a sporting not-for-profit organisation.
- Training and development opportunities (induction, role-specific training, workforce development training, internal IT systems training, CPD courses and conferences).
- *#OneEngland* Workforce Induction Pack, on-boarding session with Line Manager and access to an ETA email address and shared Google Drive.
- Inclusion in the *#OneEngland* Workforce Recognition Scheme (as agreed by the sub-committee of the Board).
- Membership of the ETA (including access to discounts, savings and offers (e.g. AON Plus Scheme): <https://www.EnglandTouch.org.uk/play/membership/benefits/>)
- One England Workforce Kit Allowance

Our Commitment to Equity, Diversity & Inclusion

At England Touch, everyone is welcome!

You don't have to be sporty to be part of our community. What matters to us is that we have talented, enthusiastic and experienced people working with us who can help deliver our strategic outcomes.

Our dedication to inclusivity means that we actively welcome and support differences regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, and pregnancy and maternity.

We recognise that the diversity of our people is a source of strength and are taking positive steps to ensure that everyone involved in our game can bring their full selves, own unique experiences and perspectives. Together we can ensure that England Touch remains a welcoming and inclusive community for all!

If you need reasonable adjustments made to the recruitment process, please mention this during your application so we can advise and support you.

Note: All employees and volunteers hold a duty and commitment to observing ETA's [Equality, Diversity & Inclusion Policy](#) and procedures at all times

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Our Values

We are Inclusive We are committed to making our sport accessible to all by actively promoting and providing opportunities for widespread participation	We are Transparent Transparency underpins our sport. We prioritise openness, ethics and the highest standards on and off the field, through honesty, integrity and fair play	We are Ambitious We are driven to succeed in our sport. We will not limit our goals or imagination and aim for ambitious goals, pushing boundaries ourselves and the game
We are United Success in our sport is achieved by working together. We inspire unity and collaboration, operating as one team, with common goals and shared values	We are Respectful This is the basis of our sport. We promote respect for players, coaches, referees, volunteers and all others involved in our game at every level	We are England Touch 

Ready to apply?

There is no closing date for applications; we will keep this vacancy open until we have found the right person - but will also close this vacancy when we have found them. Please do not delay submitting your application.

Review all relevant documentation and submit your application:

- **Email your CV and any covering documentation to** Crystal Ravenscroft, Head of Organisational Development (crystal.ravenscroft@englandtouch.org.uk)
- **Complete England Touch's** [Voluntary Role Application Form](#)

For more information, contact Crystal Ravenscroft or Vince Mayne, Chief Executive Officer (vince.mayne@englandtouch.org.uk)

England Touch Association:

% ST Accountancy Limited, 8 Clappentail Park, Lyme Regis, DT7 3NB

w: www.englandtouch.org.uk

Instagram / Facebook / X: @englandtouch

LinkedIn: www.linkedin.com/company/englandtouch

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Appendix A - Performance Cycle Dates

Note: Team England may not attend all the competitions below (this will be decided by the Pathways & Performance Leadership Team, in discussion with the head coaches from each division).

Details are accurate as at October 2025, and where locations are known, they have been noted.

2025

- Performance Squad training camps
 - Adult: Nov 22/23
- University Touch Championships
 - South: Nov 01 & 15
 - North: Nov 08 & Dec 06

2026

- Performance Squad training camps
 - Adult: Jan 24/25, Feb 21/22, Mar 14/15, June 06/07, July 04/05
 - Youth: Jan 10/11, Feb 07/08, Mar 07/08, Apr 11/12, May 23/24, July 12, Aug 01/02
- University Touch Championships: Feb 07 & 28, Mar 21 - Nottingham Riverside
- Performance in Touch Conference: March 21/22
- National Touch Series:
 - Mens & Womens: Apr 18/19, May 16/17
 - Mixed: May 30/31, June 13/14, June 27/28
 - Seniors & Masters: March 01 (Midlands), June 21 (North), Sep 19 (South)
- Nationals:
 - Opens: May 02/03/04 - Nottingham Highfields
 - Seniors & Masters: May 02/03 - Nottingham Highfields
 - Juniors: Aug 29/30 - Nottingham
- European Touch Championships:
 - Adult: Jul 20-26, Vichy, France
 - Youth: August (details / location TBC)
- Other international tournaments:
 - Asia Pacific Opens Cup: likely Apr / May in Queensland, Australia
 - Asia Pacific Seniors Cup: likely October in Japan

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2027

- Performance Squad training camps (Adult & Youth)
- University Touch Championships
- National Touch Championships / Junior Nationals
- Asia Pacific Youth Cup
- Atlantic Youth Cup
- Opens Event
- Seniors & Masters Event

2028

- Performance Squad training camps (Adult & Youth)
- University Touch Championships
- National Touch Championships / Junior Nationals
- European Junior Touch Championships
- **Touch World Cup: likely October, in New Zealand**