TONBRIDGE AMATEUR BOXING CLUB

Job Description – Head Coach

Organisation	Tonbridge Amateur Boxing Club | Charity no. 1202614
Job title	Head Coach
Employment	Part-time, PAYE | 25 hours per week
Salary	£12.71 per hour (£16,523 gross annually), subject to final trustee confirmation
Contractual benefit	Club-owned van, including authorised fuel, insurance, servicing and maintenance; subject to vehicle policy and legal approval
Location	Tower House, Vale Rise, Tonbridge, Kent, TN9 1TB; approved school and community venues
Reports to	Designated trustee / Board of Trustees
Review	Initial formal review after six months

1. Purpose of the role

Lead safe, high-quality, inclusive boxing coaching and programme delivery in support of the charity's objectives. Develop confidence, discipline, resilience, fitness and wellbeing among participants; support volunteer coaches and the sustainable delivery of club, school, community and one-to-one programmes. This is an operational role, not a trustee appointment.

2. Coaching and programme delivery

- Plan and deliver safe, structured boxing sessions for children, young people and adults of different abilities.
- Support recreational, fitness and competitive boxing, including boxer development and preparation for competition, in line with England Boxing requirements.
- Maintain appropriate supervision, session plans, risk assessments, equipment safety and participant records.
- Promote a respectful, inclusive and encouraging coaching environment.

3. Coaching leadership and club operations

- Coordinate day-to-day coaching activities, timetables and appropriate cover.
- Support, guide and mentor volunteer coaches and assistants; identify development needs.
- Communicate effectively with trustees, coaches, participants and partners.
- Support competitions, events and agreed club activities within contracted hours.
- Report operational risks, safeguarding concerns and equipment needs promptly.

4. One-to-one coaching

- Deliver up to eight scheduled one-to-one coaching sessions per week within the 25 contracted hours.
- Use club-approved booking, attendance and payment processes; all club-arranged session income belongs to the charity.
- Additional one-to-one sessions above eight per week, delivered outside contracted hours, may be paid at £20 per hour only where approved in advance and supported by an authorised overtime record.
- Additional hours are not guaranteed and must be justified by operational need and affordability.

5. Schools and outreach

- Deliver agreed school coaching programmes as part of the 25 contracted hours, including suitable preparation and associated records.
- Adapt sessions for pupils with special educational needs, disabilities or additional support requirements.
- Work professionally with school staff and community partners, meeting agreed safeguarding and reporting requirements.

- Additional outreach sessions outside the contracted 25 hours may be paid at £20 per hour, subject to prior trustee authorisation, agreed scope and accurate overtime records.

6. Working hours and overtime

The normal working week is 25 hours and includes club sessions, up to eight one-to-one sessions, school delivery and reasonable coaching preparation and coordination. Additional one-to-one or outreach hours are paid only when agreed in advance at £20 per hour and verified through the club's overtime approval process. Any other additional work or payment must be agreed separately in writing. The working pattern and contracted hours will be reviewed after six months; changes require trustee approval and written contractual variation.

7. Safeguarding and conduct

- Comply with the club's safeguarding policies, England Boxing rules and codes of conduct.
- Maintain professional boundaries, appropriate supervision and safe working practices.
- Report concerns promptly to the Club Welfare Officer or relevant safeguarding authority.
- Maintain required safeguarding training, accreditation and satisfactory enhanced DBS checks where eligible.

8. Financial controls and accountability

- Operate only within authority delegated by the trustees; do not approve personal pay, overtime, expenses or changes to employment terms.
- Ensure all club coaching income is processed through approved charity systems.
- Do not enter contracts or commit charity funds without authorised approval.
- Provide regular operational and performance updates to the designated trustee.

9. Performance and review

A designated trustee will review coaching quality and safety, participation and progression, volunteer support, school and outreach delivery, safeguarding, records, reliability, and contribution to charitable objectives. An initial formal review will take place after six months, followed by ongoing monitoring and annual appraisal.

10. Person specification

Essential

- England Boxing Level 2 Coaching Qualification with current appropriate accreditation/registration.
- Relevant boxing coaching experience and knowledge of safe coaching and safeguarding.
- Ability to coach varied ages and abilities, including leading and motivating groups.
- Ability to support volunteers and work professionally with schools and community partners.
- Strong communication, organisation, teamwork and commitment to equality and inclusion.
- Satisfactory references, right-to-work verification and required safeguarding/DBS checks.

Desirable

- Competitive amateur boxing coaching and boxer development experience.
- Experience mentoring coaches and volunteers.
- School, outreach or SEN/disability-inclusive coaching experience.
- Experience building one-to-one coaching programmes.

11. Governance and recruitment

Recruitment will be open, fair and documented. Current or former trustees applying must declare their connection, must not influence the recruitment or appointment decision, and may require separate Charity Commission or other legal authority before appointment. The postholder reports to an independent designated trustee and does not exercise trustee powers.

12. Contractual vehicle benefit

The Head Coach will be provided with a club-owned van as an express contractual benefit, reflecting the role's operational travel requirements and overall remuneration package. The club will meet reasonable insurance, road tax, maintenance, servicing, repairs and fuel costs for authorised club business and ordinary commuting. The vehicle may be kept at the employee's home address. Only insignificant incidental private use is permitted; regular personal use is excluded. The employee is responsible for motoring and parking fines. The benefit is governed by the Club Vehicle Use Policy and is subject to appropriate insurance, tax treatment, trustee approval and any necessary charity-law authority. Material changes to this contractual entitlement will be managed in accordance with employment law.

13. Conditions of appointment

Appointment is subject to satisfactory recruitment checks, verification of qualifications, references, safeguarding and right-to-work checks, appropriate employment contract and PAYE arrangements, and any necessary legal or Charity Commission authorisation. No start date is guaranteed until these conditions are satisfied.

Approval

Approved for the Board of Trustees by: Brenton Smith Role: Secretary

Signature: _____ Date: _____

Employee acknowledgement (upon appointment): _____ Date: _____