Training Co-ordinator

Summary: The Coaching Co-ordinator is responsible for co-ordinating training sessions for the Adult section of PTC and ensuring coaches are allocated to lead the sessions.

Reporting to: The Chairperson

Responsibilities:

Maintaining/Updating the booking system for the Adults training sessions on the LoveAdmin system.

Liaising with the coaches to ensure allocation of coaches to training sessions.

Ensure consideration is given to the implications of Covid-19 and all training sessions adhere to Government guidance on Covid to ensure the safety of members/participants.

Working with the Chairperson ensure all training sessions have been Risk Assessed to ensure the safety of members/participants.

Adhere to GDPR compliance:

https://www.britishtriathlon.org/britain/documents/data-protection/gdpr_clubs.pdf