



ASC Performance Academy – Coach and Sales & Communications Coordinator Job Description

Full-time, 12 month Contract

Hours: 40 hours a week with evening and weekend work

Location: This role can be based at any of our UK centres and Foundation head office for 3 days office-based work and 2 days on the water each week, alongside flexible, home working

Salary: £21,000

Reports to: ASC Performance Academy Manager

Responsible for: Sales & Communications of the ASC Performance Academy alongside providing high quality race coaching

Benefits: 28 days annual leave including bank holidays, company pension provided, branded work clothing, use of centre equipment and access ongoing relevant.

About the ASC Performance Academy

The ASC Performance Academy is a continuation of the brilliant work that the Andrew Simpson Foundation and our not-for-profit Centre's achieve, creating a pathway of support and opportunities from entry level sailor through to elite athlete.

Our aim is to provide high quality training for sailors to achieve success at every level. We realise this by offering and supporting transition training, class specific training and performance programmes. We also offer international event support and international training camps at our European HQ and at various locations globally.

Person specification:

Job Title:	ASC Performance Academy Coach and Sales & Communications Coordinator
Reports to:	ASC Performance Academy Manager
Contract:	Full time, 12-Month FTC
Salary:	£21,000
Benefits:	<ul style="list-style-type: none">• 28 days annual leave including bank holidays.• Branded work clothing• Use of centre equipment

	<ul style="list-style-type: none"> • Ongoing access to relevant CPD • Company pension scheme
Job Role:	<ul style="list-style-type: none"> • Develop & maintain relationships with new & existing customers. • Manage and process customer bookings. • Assist the Performance Academy Manager with co-ordinating staff and resource requirements, including liaising with external providers (Freelance Coaches). • Work alongside the wider Sales & Communications team to create Promotional and marketing materials (social media / newsletters etc). • Communicate regularly with ASC centre staff on session details and resources required. • Delivering high quality coaching and event support as a part of the ASC Performance Academy Programmes.
Essential:	<ul style="list-style-type: none"> • Experienced Race Coach, with experience working with an RYA Junior or youth Recognised class at regional or national level. • Detailed understanding of the UK dinghy and windsurfing racing industry (for example, RYA BYS Programmes, Class Associations, Sailing Clubs) • Experience of using IT software including Microsoft Office. • Excellent and confident communication skills, both written and verbal. • Able to use own initiative to work autonomously and to work effectively as part of a team. • Proactive and motivated with a good work ethic and ability to prioritise own workload. • Appropriate RYA Qualifications (RCL2, PB2, First Aid) • UK Drivers Licence.
Desirable:	<ul style="list-style-type: none"> • Experience working in a customer facing role (taking phone calls, responding to customer emails, and managing bookings) and using CRM software. • Experience in contributing to the creation of printed collateral, social media posts, & marketing materials. • Other RYA Qualifications (RCL3, Dinghy or Windsurfing Instructor)

How to apply

To apply, or for more information, please send your CV, along with a supporting statement, outlining why you feel you meet the requirements of this role, to james@andrewsimpsoncentres.org.