

## Role Description for Paddlesport Leader Providers

<b>Job Title:</b>	Paddlesport Leader Provider
<b>Reports to:</b>	British Canoeing Home Nation Associations
<b>Overall Purpose:</b>	To direct/deliver British Canoeing Paddlesport Leader Assessment and/or British Canoeing endorsed Paddlesport Leader Training as per the qualification requirements.

### Key Responsibilities:

- To direct training/assessment associated with the relevant qualification as and when required to do so.
- To design, deliver and tailor programmes of training/assessment to meet candidates specific needs.
- To deploy other tutors/ assessors to plan and deliver aspects of the training/assessment programme, and to monitor and support deployed tutors/assessors delivery to ensure all aspects of the learning/assessment programme are delivered appropriately.
- To work with and support British Canoeing and the Home Nation Associations in the delivery of Paddlesport Leader training/assessment.
- To support, advise and mentor aspirant Paddlesport Leaders in their development through the qualification pathway.
- To support, advise and mentor aspirant Paddlesport Leader tutors/assessors to ensure consistent application of best practice.
- To provide access to Paddlesport Leader training/assessment courses (without charge) for aspirant/existing providers to observe delivery (where practically feasible); and support the observer through the observation with professional discussion, guidance and support
- To attend, and contribute to, training and standardisation meetings, workshops and other update events as required.
- To maintain robust and valid administrative practices and records for courses and candidates and maintain all relevant communications.
- To contribute to the development and updating of guidance and support materials for use with British Canoeing qualifications.

## Personal Profile

- Has strong interpersonal skills and the ability to operate as a team player.
- Is able to communicate effectively with a wide range of people. Is skilled in communicating through various media and has excellent presentation skills. Is competent in the language used for assessment (or has access to appropriate guidance and training).
- Is fair and equitable, ethical and honest. Treats people with respect, is candid, and protects confidential information. Adheres to British Canoeing/Home Nation policies and demonstrates loyalty to British Canoeing/Home Nation and the team. Supports equality of opportunity.
- Is a clear thinker able to approach tasks in a systematic and logical manner. Has excellent problem solving skills.
- Is able and willing to take and offer advice. Is willing to learn, develop and grow.
- Has the ability to write and speak in plain English and to use language that is free from bias and appropriate to British Canoeing qualifications.
- Has competence in assessment and awarding systems and procedures.
- Has extensive knowledge and competence in the subject matter of the qualification/s.
- Has excellent analytical skills.
- Has excellent customer care skills.
- Has the ability to make accurate judgements about the standard of candidates' performance, knowledge, and development needs.
- Has the ability to design, deliver and tailor a programme of training/assessment to meet candidates specific needs.
- Has the ability to deploy other providers to plan and deliver aspects of the training/assessment programme.
- Has the ability to monitor and support deployed providers' delivery to ensure all aspects of the programme are delivered appropriately.