

British Canoeing Provider Trainer Role Description

The British Canoeing Safety/Leadership/Module Trainer role is to provide orientation and final recommendation to aspirant Safety/Leadership/Module Providers, and to provide moderation to the existing Safety/Leadership/Module Provider workforce. The National Association is responsible for appointing appropriate Trainers as required.

Skilled Trainers are critical to the development of the sport moving forward; they play a key role in the workforce development and future provision of British Canoeing qualifications.

Role

Trainers are appointed by the National Association to take on some/all of the roles below for the training/qualifications listed in Appendix A:

1. to provide training and orientation for new Safety/Leadership/Module Providers
2. complete the final recommendation of aspirant Providers when required, recommending approval where appropriate for the prospective role
3. to support the National Associations with the training and development of existing Safety/Leadership/Module Providers; this may include moderation, mentoring, support, training and development activities

In addition, it is expected that all Trainers will be committed to supporting aspirant Providers who may have an action plan following orientation. This may include:

- supporting aspirant Providers who are working as an additional member of staff
- endorsing aspirant Providers Safety/Leadership Training Skills
- endorsing aspirant Providers Safety/ Leadership Assessing Skills

Key Responsibilities

- to deliver the training workshops associated with the above as and when required to do so by the National Association
- to provide access to Safety/Leadership 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 complete the final recommendation of aspirant Providers (where required); recommending approval where appropriate for the prospective role
- to support the National Association monitoring and evaluation of Safety/Leadership systems and delivery when requested
- to role model good practice and generally support/promote best practice
- to attend, and contribute to, training and standardisation meetings, workshops and other update events or developmental activities as required
- to maintain records of relevant communications and activities

Person Specification

Requirement	Essential	Desirable
Education, training and qualifications	<ul style="list-style-type: none"> ● Holds the relevant Provider role 	<ul style="list-style-type: none"> ● British Canoeing Coach Educator ● Nationally Recognised Tutoring Qualification ● Coaching Qualification at L3/Performance Coach or above
Experience	<ul style="list-style-type: none"> ● Experience of supporting learners in gaining of vocational qualifications for which they wish to be a provider trainer ● Experience of mentoring and supporting the development of Tutors and Assessors ● Has a range of recent experience in the provider role 	<ul style="list-style-type: none"> ● Experience of Internal Verification with an Awarding Organisation ● Experience in appeals and disciplinary processes and procedures
Skills and knowledge	<ul style="list-style-type: none"> ● Advisory and influencing skills. ● Ability identify strengths in individuals as well as areas for development. ● Understand and is able to select suitable development mechanisms to provide support 	<ul style="list-style-type: none"> ● Ability to write reports
Personal attributes	<ul style="list-style-type: none"> ● Confident to check and challenge the actions of self and others in a non-confrontational manner ● Ability to be able to persuade, influence and effectively brief others to generate enthusiasm and common purpose ● Able to encourage openness and clear communication in others ● Demonstrates appropriate Values and Attitudes and is able to fulfil a positive role model for British Canoeing in the public domain (see below for examples) 	
Other requirements	<ul style="list-style-type: none"> ● A well-developed understanding and knowledge of the paddlesport ● A well-developed knowledge and understanding of the practice and delivery of coaching in paddlesport 	

Payment Basis

Once appointed, the Trainer will be engaged in one of two ways:

1. Directly by the National Association to deliver orientation or moderation events. This will normally be on an all-inclusive basis of £200/day (plus VAT where applicable)
2. Directly by an Aspirant Provider where required. The maximum day rate chargeable to aspirant Providers is £200/day (plus VAT where applicable, and reasonable expenses agreed in advance with aspirant Provider)

Selection Process

National Associations will appoint Provider Trainers on a periodic basis (normally every 2-3 years) applying the British Canoeing [Recruitment and Selection Guidelines](#).

The strongest individuals will be selected considering;

- The amount, and currency of experience running the safety training/leadership course/s
- Discipline specific coaching qualification
- Fit to National Association workforce demands
- Experience of delivering relevant Safety / Leadership (or Advanced Leadership) training and assessment

Where there is a significant lack of any potential Trainers' additional evidence of equivalent or wider experience may be taken into account.

Appendix A : Training/Qualifications covered by these roles

Safety

- Foundation Safety and Rescue Training
- White Water Safety and Rescue Training
- Advanced White Water Safety and Rescue Training
- Coastal Navigation and Tidal Planning
- Open Water Navigation and Tidal Planning
- Advanced Surf Safety and Rescue

Leadership

- Paddlesport Leader
- Sea Kayak Leader
- Canoe Leader
- Surf Kayak Leader
- White Water OC1 Leader
- White Water Kayak Leader
- Advanced Sea Kayak Leader
- Advanced Canoe Leader
- Advanced White Water Kayak Leader
- Advanced Surf Kayak Leader
- Advanced White Water OC1 Leader

Foundation Support Modules

- Coaching The Mind
- Coaching Young Paddlers
- Fitness For Paddlesport
- Fundamentals of Movement in Paddlesport
- Fundamental Paddlesport Skills
- Mentoring for Paddlesport Coaches
- Outdoor Education and Paddlesport
- Performance Planning for Paddlesport Coaches
- Strength and Conditioning
- Swimming Pools and Paddlesport

Intermediate Modules

- Coaching the Mind Intermediate
- Optimising Fitness and Performance 1
- Optimising Fitness and Performance 2
- Paddle-Ability Intermediate

Discipline Modules

- Freestyle Discipline Support Module
- Marathon Racing Discipline Support Module
- Polo Discipline Support Module
- Slalom Discipline Support Module
- Sprint Racing Discipline Support Module

- Stand Up Paddleboard Discipline Support Module
- Wild Water Racing Discipline Support Module

Appendix B : Values and Attitudes

Interpersonal: Has strong interpersonal skills, the ability to operate as a team player and excellent customer care skills.

Communication: Is able to communicate effectively with a wide range of people. Is skilled in communicating through various media, has excellent presentation and report-writing skills. Is competent in the language used for assessment.

Integrity: Is fair and equitable, ethical and honest. Treats people with respect, is candid, and protects confidential information. Adheres to British Canoeing policies and demonstrates loyalty to British Canoeing and the team. Supports equality of opportunity.

Problem Solving: Is a clear thinker able to approach tasks in a systematic and logical manner. Has excellent problem solving and analytical skills.

Open Mindedness: Is able and willing to take and offer advice. Is willing to learn, develop and grow.

Experience: Has significant and current experience delivering Safety/Leadership Training and Assessment.

Competence: Has competence in the subject matter of the qualification/s, and in personal paddling and safety/leadership skills.

Judgement: Has the ability to make accurate judgements about the standard of candidates' training and assessing skills.

Knowledge and Understanding: Has sound and current knowledge and understanding in all aspects of the relevant syllabi and all that is involved in delivering the Safety/Leadership training and assessment.

Commitment: Is committed to continued professional development to maintain the standards required of the role, including:

- the maintenance of Coach Update Scheme requirements
- remaining active coaching in the relevant discipline/environment
- remaining up-to-date with current best practice in all aspects of the relevant Safety/Leadership Award syllabus
- being able to demonstrate personal paddling/safety/leadership competence in the relevant discipline/environment
- taking part in informal/formal activities that will help ensure their own interpretation of Safety/Leadership standards and requirements is at the correct level