



KEIGHLEY

**TABLE TENNIS
CENTRE CIO**

ROLE APPLICATION PACK

COACH AND CENTRE MANAGER



A self-employed opportunity to lead coaching and support the day-to-day running of Keighley Table Tennis Centre.

APPLICATION DEADLINE:
30 NOVEMBER 2026

20
paid hours
per week

£20
per hour
(£400 per week)

Approx. 15
coaching hours and
5 centre-management
hours

Opportunity to build
additional private
coaching income



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THE CENTRE AND THE OPPORTUNITY

WELCOME FROM THE TRUSTEES

Thank you for your interest in becoming Keighley Table Tennis Centre's first Coach and Centre Manager. We are looking for a skilled, energetic and dependable coach who can help players thrive while supporting the smooth running and continued development of the Centre.

This is a practical, visible role at the heart of the Centre. It combines regular coaching, leadership of a developing volunteer-coach team and a small, but important, allocation of facility management duties. The successful individual will work closely with the Trustees while having the independence to shape high quality coaching and grow their own private coaching activity.

ABOUT KEIGHLEY TABLE TENNIS CENTRE

Keighley Table Tennis Centre is a dedicated table tennis venue serving players of different ages and abilities. Coaching will take place both at the Centre and in local schools, supported by volunteers and partners who want more people to enjoy, develop and progress through the sport.

WHY THIS ROLE MATTERS

The Trustees want to strengthen the junior pathway, improve consistency across coaching sessions and develop a confident team of volunteer coaches to support the long-term future of table tennis in Keighley and surrounding areas. The role will also help the Centre broaden its offer through guest-coach visits, coaching camps and other development opportunities, while keeping the venue welcoming, organised and ready for use.



A PLATFORM TO BUILD YOUR COACHING BUSINESS

The guaranteed KTTC work provides 20 hours at £20 per hour. Outside those hours, the coach may arrange additional one-to-one or group coaching directly with players or parents and guardians, subject to the Centre's agreed operating arrangements and availability.

ILLUSTRATION ONLY: 20 KTTC hours at £20 plus 15 private hours at £30 would equal £850 gross in a week. Private coaching hours, demand and rates are not guaranteed, and the individual remains responsible for tax, National Insurance, Public Liability insurance, indemnity insurance and business costs.



A Keighley Table Tennis Centre drop-in session in full swing

ROLE OVERVIEW



WHAT THE ROLE INVOLVES

The precise weekly timetable will be agreed with the successful applicant. The allocation below is a guide and may flex across the year to reflect school work, Centre sessions, events and operational priorities.

COACHING

Coaching and programme development

Approximately **15 hours** per week across the Centre and local schools.

- ◆ Plan and deliver engaging and inclusive individual and group coaching for a range of ages and abilities.
- ◆ Oversee and advise on the junior coaching structure, including regular Friday evening availability.
- ◆ Create clear progression routes and monitor attendance, engagement and player development.
- ◆ Prepare players for appropriate competition and development opportunities.
- ◆ Arrange guest-coach visits, coaching camps and other events.
- ◆ Communicate with all stakeholders.
- ◆ Maintain safe practice and follow all safeguarding, equality and health and safety requirements.

COACH AND LEADERSHIP DEVELOPMENT

A central part of the role is to help build a sustainable coaching workforce. The Coach and Centre Manager will work collaboratively with the Centre's existing coaches, sharing practice and helping to provide a consistent approach to player development. They will also mentor a new team of volunteer coaches, model effective practice, help them plan and reflect on sessions, and support their confidence and progression towards further qualifications.

MANAGEMENT

Centre management

Approximately **5 hours** per week focused on the day-to-day operations of Keighley Table Tennis Centre.

- ◆ Carry out basic cleaning and presentation tasks so the Centre remains welcoming and ready for use.
- ◆ Check the condition and upkeep of the facility and promptly report repairs or concerns.
- ◆ Keep routine paperwork and consumable supplies topped up and organised.
- ◆ Read and record the gas meter quarterly.
- ◆ Complete reasonable ad hoc tasks that support the smooth running of the Centre.
- ◆ Keep concise records and provide regular updates to the nominated Trustee lead.

WORKING RELATIONSHIP AND FLEXIBILITY

The role is accountable to the KTTTC Trustees through a nominated lead. Some evening and weekend work will be required, including Friday evenings. The post holder should be prepared to adjust the balance of duties by agreement when events, school delivery or operational needs require it. This role description is not exhaustive; any additional duties will be reasonable and connected to the contracted service.



THE PERSON WE ARE LOOKING FOR

PERSON SPECIFICATION

We are looking for someone who combines sound coaching practice with initiative, organisation and a genuine commitment to helping other people develop.



AREA	ESSENTIAL	DESIRABLE
Qualifications	At least Level 1 table tennis coaching qualification or the current Coaching Assistant qualification and commitment to progress to the next qualification within an agreed timescale. Up-to-date first aid and safeguarding certificates.	A higher-level table tennis coaching qualification and relevant first-aid training.
Coaching	Experience of planning and delivering safe, engaging sessions and adapting coaching for different needs, ages and abilities.	Experience in schools, junior development pathways and competition preparation.
Leadership	Be an effective communicator, able to model effective practice, give constructive feedback and build positive relationships with volunteers.	Experience mentoring coaches, coordinating volunteers or leading a coaching programme.
Organisation	Reliable, self-motivated and able to balance coaching, record-keeping, communication and practical facility tasks efficiently and effectively.	Experience arranging camps, guest-coach visits, events or community partnerships.
Values and Safety	A clear commitment to safeguarding, inclusion, sportsmanship and appropriate professional boundaries.	Knowledge of current Table Tennis England safeguarding and coach-development expectations.
Availability	Able to work flexibly across agreed daytime, evening and weekend commitments, including Friday-evening junior coaching.	Established links with local schools, clubs, or community organisations.

SELF-EMPLOYED ARRANGEMENT

This is a contract for services rather than an employed post. The successful individual will be responsible for their own tax, National Insurance, pension arrangements, insurance and other business obligations. They will need to provide evidence of appropriate self-employed status and insurance before starting. The final written agreement will set out payment, invoicing, access to the Centre, use of equipment, cancelled arrangements and how private coaching operates alongside KTTC activity.

CHECKS BEFORE APPOINTMENT

Appointment will be subject to satisfactory identity and right-to-work checks, references, verification of qualifications, an enhanced DBS check and any relevant barred-list check, plus completion of safeguarding and other checks appropriate to the work. Applications must disclose anything that may affect their suitability to work with children or adults at risk.



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APPLICATION AND SELECTION

HOW TO APPLY

Please complete the online application form and provide enough evidence for the Trustees to assess your experience against the person specification. A CV may be sent separately to our email address but it should not replace the information requested in the form.

APPLICATION FORM

Use the link below to access the application form.

[Click here to apply](#)

YOUR APPLICATION SHOULD INCLUDE

- A completed online application form, including a full employment and coaching history with any gaps explained.
- A concise supporting statement explaining how your experience meets the essential criteria and what you would bring to the Centre.
- Details of two referees, including your current or most recent professional contact where possible.
- Details of your coaching qualifications and any current safeguarding, first-aid, DBS or insurance documentation.

SELECTION PROCESS

Shortlisted candidates should expect a structured interview and a practical coaching observation. The Trustees will also explore candidates' approach to programme planning, volunteer-coach development, safeguarding judgement and how the candidate would balance coaching with Centre-management responsibilities.

QUESTIONS ABOUT THE ROLE

Andy Bray | andy.bray@keighleytabletennis.co.uk | 01535 872029



RECRUITMENT TIMELINE

Stage	Date
Application deadline	30 November 2026
Shortlisting complete	6 December 2026
Interviews	10-20 December 2026
Practical coaching observation	To be arranged with shortlisted candidates
Anticipated start	Mid-January 2027

SAFEGUARDING, EQUALITY

Keighley Table Tennis Centre is committed to safeguarding and promoting the welfare of children and adults at risk. We value difference and welcome applications from people of all backgrounds who meet the requirements of the role. Selection decisions will be based on relevant skills, experience and suitability. Reasonable adjustments are available throughout the recruitment process; please tell us what support would help you participate fully.