



JOB DESCRIPTION

Job Title:	Sports Officer (Coaching)
School/Department:	Sports Complex
Job Family and Level:	Level 3
Contract Status:	Permanent
Location:	Sports Complex
Reporting To:	Sports Complex Manager
Purpose of role:	The key role in encouraging participants to gain and develop their skills, knowledge and techniques. The role supports the development of fitness, injury awareness, sports psychology, nutrition and sports science knowledge; assesses participants' strengths and areas for development; and evaluates performance while providing constructive feedback, motivation and support.

Job Responsibilities

No.	Main Responsibilities
1.	Design and deliver personalised training and development programmes for individuals and groups, assess performance and progress, provide constructive feedback, and maintain accurate records of participant development.
2.	Ensure all coaching and sports development activities are conducted in accordance with relevant legal, ethical, health and safety requirements, particularly in relation to athlete welfare and high-performance sports.
3.	Coordinate with multidisciplinary performance support professionals, including physiotherapists, medical practitioners and nutritionists, to support athlete health, wellbeing and performance.
4.	Develop and maintain effective relationships with relevant external stakeholders, including youth services, schools, sports clubs, coaches, sports councils and other sports organisations, to support sports development initiatives and opportunities.
5.	Coordinate athlete and participant involvement in training sessions, meetings, competitions and other sports events, including planning and delivering relevant sports activities and programmes
6.	Support the day-to-day operations of the Sports Complex, including court and facility bookings, scheduling of activities and ensuring facilities are appropriately prepared for training, programmes and events.

Knowledge, skills, qualifications & experience

	Essential	Desirable
Qualifications/ Education	• Diploma/Degree in Sports Science, Sports Development, Sports Coaching, Physical Education, Health and Exercise Sciences or a related discipline.	• Qualification in Sports Development/Management, Community Sport, Sports Science/Studies or Sports Coaching.
Skills/ Training	• Recognised coaching qualification/license in at least one sport • Excellent written and verbal communication skills • Strong coaching, leadership and motivational skills • Ability to engage, motivate and develop young people • Strong organisational and time-management skills • Ability to assess performance and provide Constructive feedback • Ability to build effective working relationships with people from diverse backgrounds and varying levels of sporting ability • Awareness of equality, diversity and inclusion, including considerations relating to sport and disability • Good understanding of the psychology underpinning successful sporting performance • Good physical fitness and a strong interest in sport • Adaptability and ability to respond to changing requirements	• First Aid and AED certification. • Knowledge of sports development data analysis and relevant systems • Knowledge of Malaysian and international sports development/safety requirements
Experience	• Experience coaching individuals and/or teams • Experience engaging with student clubs, sports activities and events • Experience in team management or athlete development	• Experience working with high-performance athletes • Experience collaborating with the Ministry of Sports, Ministry of Education, sports councils, schools, clubs or NGOs • Experience in CSR/community sports programmes • Experience leading or competing at national/international level • Experience using sports performance/data analysis systems