



VOLLEYBALL ENGLAND ROLE DESCRIPTION – FUTURES TALENT ZONE COORDINATOR

ROLE TITLE	Futures Talent Zone Coordinator
REPORTS TO	Volleyball Performance Director
DIRECT RESPONSIBILITY FOR	Zone staff and athletes
TENURE	Four years, with annual review
NOTICE PERIOD	Four weeks

ROLE PURPOSE

To provide comprehensive administrative, operational, and logistical support to the Talent Zone Head Coach and Assistant Coach, ensuring the smooth delivery of the Futures Talent Zone programme.

Working with the Volleyball England Hub, the Zone Coordinator plays a central role in organising sessions, managing communication, coordinating logistics, and supporting systems that enable a high-quality, athlete centred environment.

This role ensures that coaches can focus on technical, tactical, and developmental work by taking responsibility for the programme’s operational delivery. The coordinator is the Safeguarding Lead for the zone.

PROGRAMME ADMINISTRATION AND LOGISTICS

Engaging closely with the Volleyball England Talent Team:

- Manage programme logistics, including session bookings, facility arrangements, equipment coordination, and scheduling.
- Coordinate communication with athletes, parents/guardians, and zones staff to ensure clear, timely, and accurate information is shared.

- Support the creation, organisation, and distribution of programme plans, calendars, travel details, and training information.
- Maintain accurate programme records including attendance, medical information (where required), contact details, and documentation.
- Work with HUB staff to ensure the smooth running of all activities, maintaining alignment with national processes and expectations.
- Provide operational support for athlete development tools (e.g., Perfbook), ensuring coaches have what they need to deliver feedback effectively.
- Monitor and track administrative deadlines, ensuring all required information is completed on time and shared with VE talent staff.

PROGRAMME SUPPORT AND COORDINATION

- Serve as the safeguarding lead for the zone.
- Help create a welcoming, organised, and safe environment at all sessions, supporting smooth checking, equipment setup, and operational flow.
- Maintain proactive communication with families, answering queries and helping them navigate programme expectations and logistics.

EXTERNAL ACTIVITIES

- Do not use the England Talent role to recruit players to any club, academy, or educational institution.
- Do not use the England Talent role to promote private coaching or business ventures.
- When running personal camps or events, adhere to Volleyball England guidelines:
 - No use of the England Talent title for promotion.
 - No branding, naming, or presentation that implies connection to Volleyball England.
 - No use of VE imagery, logos, or kit.
 - No use of England Talent data for marketing (GDPR compliance).

PERSONAL REQUIREMENTS

- Strong organisational and administrative skills, with the ability to manage multiple tasks and deadlines.

- Excellent communication skills, with confidence interacting with athletes, parents, coaches, and VE staff.
- Experience coordinating logistics within sport, education, events, operations, or youth environments (preferred but not required).
- Commitment to safeguarding, wellbeing, and creating positive athlete experiences.
- Willingness to undertake required Volleyball England induction and compliance training.
- Willingness to sign the Volleyball England Volunteer Agreement and meet the expectations for programme participation.

QUALIFICATIONS

- A current enhanced DBS Check with Barred List carried out through Volleyball England.
- A current Volleyball England Safeguarding Adults and Children in Volleyball award (or equivalent).
- A relevant and current anti-doping award for example FIVB Coach Clean, UK Anti-Doping's Coach Clean certificate or Introduction to Clean Sport Certificate (desirable).
- Time to Listen Welfare Officer training (desirable).