



Job Description for Harmeny AC Club Development Officer

Job Title Club Development Officer

Salary £3674 - 8 hours per week

Contract Length Four Years

Key Accountabilities and Performance Areas

- To ensure (in partnership with the Club Committee) that expanded club operations are based on a sustainable model – including the enhancement of governance and management structures, club planning, policies and procedures, and financial practices;
- To support and enhance the administration of sustainable junior satellite centres of Harmeny AC;
- To improve volunteer recruitment and retention and demonstrate increases in numbers of volunteers and coaches;
- To work with the committee and volunteers to define and implement a committee structure, with defined roles and responsibilities to incorporate the coaching structure, athletes, volunteers and parents (such that the club isn't dependent on a small number of individuals and no individual's role is too onerous);
- In partnership with the junior section of Harmeny AC and Schools to Club Link Coaching Officer be responsible for athlete inductions and associated parent evenings;
- Identify opportunities to expand athletic participation, through the club structure, to areas of Edinburgh not currently covered, including through Active Schools partnership and by promoting athletics and the club in areas of SW Edinburgh where athlete recruitment has thusfar proven difficult (e.g. Wester Hailes, Sighthill and surrounding areas);
- Enhance the links to South West of Edinburgh Community Sports Hub, City of Edinburgh Council Active Schools, **scottishathletics**, and any other relevant partner including attendance at regular steering group meetings;
- Identify new coaching opportunities and build up networks within the Athletics community in Scotland to identify potential club coaches;
- Responsible for the monitoring and evaluation of the project and reporting progress to partners;
- In addition to coach two to three hours per week within identified satellite sections.

Key Contacts:

To improve athletics participation through the club, target group development contact will be required with:

- Club contacts (volunteers)
- **scottishathletics** National Club Manager and other **scottishathletics** Staff
- Local Authority Athletics Development / Sports Development Officers & other LA contacts
- Senior Officers from within the Local Authority Area
- Other clubs and organisations especially Community Sports Hub
- Local Schools
- Active School Coordinators
- Universities and other local community groups