



Person Specification - Harmeny AC Club Development Officer

Factor	Essential	Desirable
Qualifications and Attainments	<ul style="list-style-type: none"> UKA Level 2 Coaching Qualification or willing to work to Level 2 within first year 	<ul style="list-style-type: none"> Sports related degree/qualification or relevant experience Access to transport Child Protection training First aid certificate Driving Licence
Experience & knowledge (in an employed or voluntary capacity)	<ul style="list-style-type: none"> Experience of working within a volunteer club environment Experience of working effectively with partners Experience and knowledge of working with volunteers Knowledge and understanding of issues affecting athletics clubs Experience of initiating, developing and evaluating projects Experience of supervising projects and people Knowledge and understanding of sports development pathways (LTAD) 	<ul style="list-style-type: none"> Experience of working in a sports development environment Knowledge of national sporting/physical activity initiatives & strategies Knowledge and understanding of athletics development pathways
Competencies - Skills & Knowledge	<ul style="list-style-type: none"> IT skills and experience Ability to build effective working relationships Excellent organisational skills Well developed communication skills Ability to prioritise competing deadlines and projects 	<ul style="list-style-type: none"> Leadership
Additional Requirements	<ul style="list-style-type: none"> Ability to undertake flexible working hours Satisfactory Disclosure Scotland / PVG Check 	<ul style="list-style-type: none"> Experience of sourcing and securing funding