

# Person Specification

## CLUB TOGETHER OFFICER – DEVELOPMENT OFFICER

Factor	Essential	Desirable
<b>Qualifications and Attainments</b>	<ul style="list-style-type: none"> <li>Driving Licence</li> </ul>	<ul style="list-style-type: none"> <li>Level 2 UKA Coaching Qualification or equivalent</li> <li>Sports related degree/qualification or relevant experience</li> <li>Access to transport</li> <li>First aid certificate</li> </ul>
<b>Experience &amp; knowledge (in an employed or voluntary capacity)</b>	<ul style="list-style-type: none"> <li>Experience of working within a volunteer club environment</li> <li>Experience of working effectively with partners</li> <li>Experience and knowledge of working with volunteers</li> <li>Knowledge and understanding of issues affecting athletics clubs</li> <li>Experience of initiating, developing and evaluating projects</li> <li>Experience of supervising projects and people</li> <li>Knowledge and understanding of sports development pathways (LTAD)</li> <li>Knowledge and understanding of Athletics Clubs</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a sports development environment</li> <li>Knowledge of national sporting/physical activity initiatives &amp; strategies</li> <li>Knowledge and understanding of athletics development pathways</li> </ul>
<b>Competencies - Skills &amp; Knowledge</b>  <b>Leadership:</b>  <b>Managing Delivery:</b>	<ul style="list-style-type: none"> <li>Ability to remain open to ideas</li> <li>Ability to motivate others to take action/participate</li> <li>Be able to plan and prioritise workloads</li> <li>Ability to manage resources to ensure work is completed efficiently</li> <li>Be proactive in improving</li> </ul>	

<p><b>Change Management:</b></p> <p><b>Relationship Building:</b></p> <p><b>Communication &amp; Organisation:</b></p>	<p>existing activities and processes</p> <ul style="list-style-type: none"> <li>• Be able to successfully adapt to and works effectively with changing situations</li> <li>• Experience of working with a variety of different groups</li> <li>• Ability to work with club members and other partners in a manner which gives them confidence in your intentions</li> <li>• Excellent organisational skills</li> <li>• Ability to communicate with others in a positive and influential manner</li> <li>• Ability to ensure relevant information is communicated to the right people, in the right style, at the right time</li> </ul>	
<p><b>Additional Requirements</b></p>	<ul style="list-style-type: none"> <li>• IT skills and experience</li> <li>• Ability to undertake flexible working hours</li> <li>• Satisfactory Disclosure Scotland / PVG Check</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of sourcing and securing funding</li> </ul>