



Fraserburgh Running Club - Club Together Officer Job Description and Personal Specification

Job Title	Fraserburgh Running Club, Club Together Officer
Reports to	Partnership Management Steering Group (Fraserburgh RC, scottishathletics , sportscotland)
Salary	£5368 (12 hours per week)

Purpose of the Job

To create a thriving development structure within the club that ensures a vibrant athletics club that sits at the centre of sustainable athletics development in their community.

Key Accountabilities

- Work with the club (and partners) to support the successful delivery key priorities and projects in the club development plan.
- Recruit new volunteers, whilst supporting and retaining existing volunteers (in various roles) to allow increased capacity and activities within the club.
- Work in partnership with a range of agencies to raise the profile of athletics in the local community.
- Work with the club committee and coaches to ensure that there is a clear coaching structure, pathway and support programme in the club.
- Ensure the successful implementation of the clubs coaching structure through the recruitment and development of coaches.
- Arrange leader, coach and official education and development opportunities for club members – on site where possible.
- Work with the club's coaches and **scottishathletics** staff to ensure that coaching is being delivered to an appropriate level and based around national principles and programmes.
- Ensure growth in the club by increasing active participation.
- Work with local partners to support and develop the implementation of after schools activities with links to the club.
- Organise, coordinate and deliver (where appropriate) programmes and events to promote athletics and recruit young people to the sport in the local area.
- Ensure that the club support local schools athletics events and the club subsequently offer induction sessions for participants and parents from local schools.
- Ensure that athletes from the club participate in appropriate age and stage related competitions, ranging from local to regional to national events.

Key Contacts

- To improve athletics participation through the club, partnership working will be required with:
- Club contacts (volunteers)
- **scottishathletics** National Club Manager and other **scottishathletics** Staff
- Local Authority/ Trust Sports Development contacts
- Community Sports Hub Officer and Community Sports Hub
- Senior Officers from within Aberdeenshire Council
- Active School Coordinators (Primary & Secondary)
- Regional Athletics Partnership (NESAP)
- Local Schools
- Programme Sponsors
- Scottish Disability Sport Regional Managers
- Other clubs and organisations (eg. FE/HE)

Fraserburgh RC, Club Together Officer Personal Specification

Factor	Essential	Desirable
Qualifications and Attainments	<ul style="list-style-type: none"> • Driving License 	<ul style="list-style-type: none"> • Sports related degree/qualification or relevant experience • Access to transport • First aid certificate • Level 2 UKA Coaching Qualification or equivalent

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 sports development pathways (LTAD)
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Competencies – Skills & Knowledge

Leadership	<ul style="list-style-type: none"> • Ability to remain open to ideas • Ability to motivate and support others to take action/participate • Be able to establish clear goals 	
Managing Delivery	<ul style="list-style-type: none"> • Be able to plan and prioritise workloads – short and long term • Ability to manage resources to ensure work is completed efficiently • Be able to achieve goals and meet deadlines despite obstacles. • Be proactive in improving existing activities and processes 	
Change Management	<ul style="list-style-type: none"> • Be able to successfully adapt to and works effectively with changing situations • Have experience of working with a variety of different groups 	
Relationship Building	<ul style="list-style-type: none"> • Ability to work with club members and other partners in a manner which gives them confidence in your intentions • Understands & meets partner needs • Keeps partners updated 	
Communication & Organisation	<ul style="list-style-type: none"> • Excellent organisational skills • Ability to communicate with others in a positive and influential manner • Ability to ensure relevant information is communicated to the right people, in the right style, at the right time 	
Additional Requirements	<ul style="list-style-type: none"> • IT skills and experience • Ability to undertake flexible working hours • Satisfactory Disclosure Scotland / PVG Check • Ability to attend club sessions and, where required, additional events 	<ul style="list-style-type: none"> • Experience of sourcing and securing funding