



## Aberdeen AAC Pathways Development Officer Job Description and Personal Specification

<b>Job Title</b>	Aberdeen AAC Pathways Development Officer
<b>Reports to</b>	Partnership Management Steering Group (including; Aberdeen AAC, Aberdeen Sports Village, <b>sportscotland</b> and <b>scottishathletics</b> )
<b>Salary</b>	£9386 (18 hours per week)

### **Purpose of the Job**

To support the club in raising coaching competency, focusing on developing and fostering talent pathways which will ultimately impact on athlete performance levels. The role will lead in the coordination of coach-orientated continual professional development (CPD) and education opportunities, including mentoring and parent/ athlete workshops, linking directly to the National Programmes.

### **Key Accountabilities**

#### **Coaching**

Responsible for:

- Supporting the overall club coaching structure and athlete pathway at Aberdeen AAC, ensuring it meets national guidelines of best practice (age & stage development).
- Supporting recruitment and retention of coaches across the pathway to support the coaching structure.
- Identifying coach development and education needs for the club coaches (including those coaching with Kids @ ASV and any other feeder clubs).
- Coordinating the delivery of coach development opportunities including links with NGB national coaching team to ensure quality across all aspects of planning, physical and technical development.
- Ensuring coaches have the appropriate support such as mentors and individualised CPD programmes.
- Working alongside the Club Manager to ensure the continued growth in the club by increasing active participation and retention of athletes.

#### **Pathway Development**

Responsible for:

- Supporting the transition of athletes from Kids @ ASV and other feeder groups in to the main athletics club sessions.
- Implementation of Talent Development programmes within AAAC, which link with local and NGB programmes, and include education programme for coaches, athletes & parents.
- Ensuring that athletes within the talent pathway (and wider club) are meeting performance indicators along with the national targets for physical and technical competencies.
- Maintaining regular communication with the NGB performance team and National Academy lead
- Maintaining communication and working in partnership with Hydrasun Academy to deliver a coherent and progressive programme of support for athletes and coaches.
- Working in partnership with Further and Higher Education establishments in developing links with Aberdeen AAC.
- Any other areas of work as deemed appropriate by the club or steering group.

#### **Partnership Working, Monitoring and Evaluation**

- Work with key partners to deliver all aspects of the project.
- Maintain close links with **scottishathletics** performance staff.
- Record baseline data on club coaching and athlete pathways.
- Report progress against club coaching plan and key performance indicators.
- Work with Club Manager to ensure effective links with local press to increase club profile in community.

## Aberdeen AAC Pathways Development Officer Person Specification

Factor	Essential	Desirable
<b>Qualifications and Attainments</b>	<ul style="list-style-type: none"> <li>• Level 2 UKA Coaching Qualification or equivalent</li> <li>• Driving License</li> <li>• Access to transport</li> </ul>	<ul style="list-style-type: none"> <li>• Sports related degree/qualification or relevant experience</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>• IT skills and experience</li> <li>• Experience of working within a volunteer club coaching environment</li> <li>• Knowledge and understanding of athletics development pathways</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> </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>• An understanding of talent/performance environments.</li> </ul>
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### Competencies – Skills & Knowledge

<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Ability to remain open to ideas</li> <li>• Ability to motivate and support others to take action/participate</li> <li>• Be able to establish clear goals</li> </ul>	
<b>Managing Delivery</b>	<ul style="list-style-type: none"> <li>• Be able to plan and prioritise workloads – short and long term</li> <li>• Ability to manage resources to ensure work is completed efficiently</li> <li>• Be able to achieve goals and meet deadlines despite obstacles.</li> <li>• Be proactive in improving existing activities and processes</li> </ul>	
<b>Change Management</b>	<ul style="list-style-type: none"> <li>• Be able to successfully adapt to, and works effectively with changing, situations</li> </ul>	Have experience of working with a variety of different groups
<b>Relationship Building</b>	<ul style="list-style-type: none"> <li>• Ability to work with club members and other partners in a manner which gives them confidence in your intentions</li> <li>• Understands &amp; meets partner needs, keeping them updated</li> </ul>	
<b>Communication &amp; Organisation</b>	<ul style="list-style-type: none"> <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>	
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>• Ability to undertake flexible working hours</li> <li>• Satisfactory Disclosure Scotland / PVG Check</li> </ul>	