



Coaching Pathways Development Officer Job Description and Personal Specification

Job Title	Coaching Pathways Development Officer
Reports to	Partnership Management Steering Group (Shettleston Harriers, scottishathletics , Glasgow Sport)
Salary	£7,163 (15 hours per week)

Purpose of the Job

Lead in raising coaching competency, focusing on developing coaches which will directly impact on athlete retention. The role will support the delivery of coach centred professional development (CPD) and education opportunities, including mentoring and parent/ athlete workshops, linking directly to **scottishathletics** and Glasgow Sport programmes.

Key Accountabilities

Coaching Practice and Development

Responsible for:

- The overall club coaching structure and athlete pathway, ensuring it meets national guidelines of best practice for age and stage development.
- Supporting recruitment and development of coaches across the pathway to support the coaching structure
- Ensure the coaching team has quality across all aspects of planning, physical preparation and technical development
- Ensuring coaches working all stages of the athlete development pathway have the appropriate support such as mentors and individualised CPD programmes
- Athlete retention by focusing on the 'how to coach' skills from the coach education pathway.
- Work to ensure the implementation of Coach Development Programmes which link with NGB and Glasgow Sport programmes.
- Implement the performance indicators for athletes within the talent pathway (and wider club) are meeting the national targets for physical and technical competencies.
- Advising and influencing the coaching workforce on appropriate competition for athletes based on age and stage of development

Partnership Working, Monitoring and Evaluation

- Work with key Partners, Glasgow Sport to deliver all aspects of the project
- Maintain close links with **scottishathletics** coach education and development staff
- Record baseline data on club coaching and athlete pathways.
- Report progress against club coaching plan and key performance indicators.
- Work with existing club manager to ensure effective links with local press to increase club profile in community.

Shettleston Harriers Pathways Development Officer Person Specification

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

Experience & knowledge (in an employed or voluntary capacity)	<ul style="list-style-type: none"> • Experience of working within a volunteer club coaching environment • Knowledge and understanding of coach development pathways • 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 	<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 	<ul style="list-style-type: none"> • Experience of sourcing and securing funding