



North Ayrshire AC

Job Title	Club Together Officer – Development Officer
Reports to	Partnership Management Steering Group (Club, scottishathletics , LA/Local Partners)
Salary	£ 7,163 (15 hours) Fixed term until July 2018

Purpose of Job

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

Key Accountabilities

- Ensure growth in the club by increasing active participation and retention of athletes
- Support the implementation of the club development plan
- Recruit, retain, reward and develop all club volunteers
- Work in partnership with a range of agencies to raise the profile of athletics in the local community
- Ensure that the club support local schools athletics events
- Work with club officers to ensure that the club remains financially sound

Key Performance Areas

Please note that the key performance areas provide an indicative overview of key focus areas and individual Club Together Officer work plans will identify and provide a clearer direction for that role as identified by the club and agreed by the Steering Group.

Implementation of Club Development Plan

- Work with the club to continuously update and implement the club's development plan and ensure links to regional development strategy and other national, regional and local strategies for sport/health improvement/social objectives where appropriate.
- Work with the club (and partners) to ensure the successful delivery of key priorities and projects of the club's development plan – showing, selling, and making the vision become reality.
- Identify and secure funding opportunities to assist in the delivery of club's development plan.

Increase Participation

- Aim to significantly increase the club's membership size within 3 years (targets to be agreed prior to post commencing)

- Retain 80% of members annually, and year on year show an increase in retention
- Ensure links to local cluster primary and secondary schools to create/extend opportunities to participate in athletics through inclusive programmes within the club's main junior section and Run, Jump & Throw sections for girls and boys.
- 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 recruits new volunteers as well as supporting and retaining existing volunteers (in various roles) to allow increased capacity and activities within the club.

Partnership Working

- Work with the **scottishathletics** National Club Manager and club representatives to ensure the club development plan is linked to National Development Plan and where appropriate represent club on any local development groups.
- Work with Active School Coordinators and PE staff to ensure a strong pathway between local primary and secondary schools and the Club.
- Work with other LA staff and any other stakeholders who can support the club to deliver their plan e.g. sports development, tertiary education etc.
- Work with club coaches and appropriate **scottishathletics** staff to ensure that talented athletes (and coaches) have the opportunity to progress through athlete pathway development programmes.

Volunteer Development

- Recruit, sustain, support and develop volunteers in all aspects of the club (coaches, volunteers & officials).
- Specifically target the recruitment and development of volunteers from the following groups; a) existing athletes, b) parents (through Come & Try sessions with children and the parents), b) FE/HE students and d) S5/S6 pupils.

Coaching

- To work with Community Coach to ensure a clear coaching pathway and support programme in the club

Monitoring and Evaluation, Marketing and Communication

- Record baseline data on club participation /activity and school-club participation.
- Report progress against club development plan key performance indicators.
- Work with existing club volunteers to help prepare newsletters and other marketing and promotional material.
- Work with existing club volunteers to ensure effective links with local press to increase club profile in community.

Key Contacts

To improve athletics participation through the club, target group development contact will be required with:

- Club contacts (volunteers)
- **scottishathletics** National Club Manager and other **scottishathletics** Staff
- Local Authority Athletics Development / Sports Development Officers & other LA contacts
- Senior Officers from within the Local Authority Areas
- Other clubs and organisations (eg. FE/HE)
- Local Athletics Partnerships
- Local Schools
- Programme Sponsors
- Active School Coordinators (Primary & Secondary)

- Scottish Disability Sport Regional Managers



Person Specification

CLUB TOGETHER OFFICER – DEVELOPMENT OFFICER

Factor	Essential	Desirable
Qualifications and Attainments	<ul style="list-style-type: none"> • Driving Licence 	<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 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) • Knowledge and understanding of Athletics Clubs 	<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		
Leadership:	<ul style="list-style-type: none"> • Ability to remain open to ideas • Ability to motivate others to take action/participate 	
Managing Delivery:	<ul style="list-style-type: none"> • Be able to plan and 	

<p>Change Management:</p> <p>Relationship Building:</p> <p>Communication & Organisation:</p>	<p>prioritise workloads</p> <ul style="list-style-type: none"> • Ability to manage resources to ensure work is completed efficiently • Be proactive in improving existing activities and processes • Be able to successfully adapt to and works effectively with changing situations • Experience of working with a variety of different groups • Ability to work with club members and other partners in a manner which gives them confidence in your intentions • 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 	
<p>Additional Requirements</p>	<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