



Person Specification

Lasswade AC Club Together Officer

Factor	Essential	Desirable
Qualifications and Attainments	<ul style="list-style-type: none"> • Driving Licence • Level 1 UKA Coaching Qualification or equivalent • Access to transport 	<ul style="list-style-type: none"> • Level 2 UKA Coaching Qualification or equivalent • Sports related degree/qualification or relevant experience • First aid certificate
Experience & knowledge (in an employed or voluntary capacity)	<ul style="list-style-type: none"> • Knowledge of the volunteer club environment • Experience of working effectively with partners • 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 athletics development pathways 	<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)
Competencies - Skills & Knowledge Leadership: Managing Delivery:	<ul style="list-style-type: none"> • Ability to remain open to ideas and ability to be creative and proactive • Ability to motivate others to take action/participate • Be able to plan and prioritise workloads 	

<p>Change Management:</p> <p>Relationship Building:</p> <p>Communication & Organisation:</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