



## Arbroath and District AC Club Together Officer

### Job Description

<b>Job Title</b>	Arbroath and District AC Club Together Officer
<b>Reports to</b>	Partnership Management Steering Group (Arbroath and District AC, scottishathletics, Angus Council, Angus Alive)
<b>Salary</b>	£5,368 (12 hours per week)

### Key Accountabilities & Performance Areas

#### A. Key Accountabilities

- Ensure growth in the club by increasing active participation
- 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
- Work with local partners to create and support implementation of Run, Jump & Throw sections that are formally part of the club's activities
- Ensure that the club support local schools athletics events and the club subsequently offer induction sessions for participants and parents from local schools
- Organise and facilitate opportunities for developing club coaches
- Ensure that athletes from the club participate in appropriate age and stage related competitions, ranging from local to regional to national events

#### B. Key Performance Areas

##### 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 four years (targets to be agreed through the work plan)
- Retain circa 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.
- Work with coaches to plan and implement athlete development programmes through the club to increase athlete enjoyment and improve levels of performance at all levels.
- 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/business plan is linked to the National Athletics Strategy 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), c) FE/HE students and d) S5/S6 pupils.

### **Coaching**

- Increase the coaching opportunities through the club – the club's first and foremost role is to support athletes, and it will achieve that through quality coaching – and many of them.
- Arrange leader, coach and official education and development opportunities for club members – on site where possible, integrated within club sessions – easy access, low cost, maximal benefit and uptake.
- Work with the club committee and coaches to ensure that there is a clear coaching pathway and support programme in the club.
- Work with the club's coaches and **scottishathletics** staff to ensure that coaching is being delivered to an appropriate level and based around national LTAD principles and programmes.

### **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.

***Please note that this document provides an indicative overview of key focus areas. The Club Together Officer work plan will be much more focused and will identify and provide a clearer direction for that role as identified by the club and agreed by the Working group.***