



Club Development Officer Springburn Harriers Job Description and Personal Specification

Job Title	Club Development Officer
Reports to	Partnership Management Steering Group (Springburn Harriers, scottishathletics , Glasgow Sport, East Dunbartonshire Leisure and Culture Trust)
Salary	£ 7,163 (15 hours)

Purpose of the Job

To support the committee of Springburn Harriers, its membership and partners. To create a thriving structure within the club that ensures Springburn Harriers club continues to sit at the centre of the local community. You will provide day-to-day support for the leadership within the club.

Key Accountabilities

Responsible for:

- Support the implementation of the club development plan, Club Health Checker and **scottishathletics** modernisation programme
- Ensure growth in the club by increasing active participation and retention of athletes
- Recruit, retain, reward and develop club volunteers including officials
- Work with local partners to create and support implementation of Run, Jump & Throw and satellite clubs linking the club and Learning Communities
- Ensure that the club support local schools athletics events
- Supporting recruitment and development of coaches across the coaching structure
- Develop the club coaching structure and athlete pathway including athletes with a disability, ensuring it meets national guidelines of best practice (age & stage development)
- Coordinating the delivery of coach development opportunities including links with NGB national coaching team and Local Authorities to ensure quality across all aspects of planning, physical and technical development
- Market the club through a variety of means including Local Authority support, press releases and digital media

Partnership Working, Monitoring and Evaluation

- Work closely with key personnel within Glasgow and East Dunbartonshire to deliver all aspects of the project
- Maintain close links with **scottishathletics** National Club Manager
- Record baseline data on current club structure
- Provide regular monitoring reports and case studies



Person Specification

CLUB DEVELOPMENT OFFICER – SPRINGBURN HARRIERS

Factor	Essential	Desirable
Qualifications and Attainments	<ul style="list-style-type: none"> • Driving Licence • Level 2 UKA Coaching Qualification or equivalent • Access to transport 	<ul style="list-style-type: none"> • Sports related degree/qualification or relevant experience • First aid certificate • Safeguarding and Protecting Children
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: Managing Delivery:	<ul style="list-style-type: none"> • Ability to remain open to ideas • Ability to motivate others to take action/participate • Be able to plan and prioritise workloads • Ability to manage resources to ensure 	



<p>Change Management:</p> <p>Relationship Building:</p> <p>Communication & Organisation:</p>	<p>work is completed efficiently</p> <ul style="list-style-type: none"> • 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