

North Ayrshire AC

Job Title	Club Together Officer – Community Coach
Reports to	Partnership Management Steering Group (Club, scottishathletics , LA/Local Partners)
Salary	£7,163

Purpose of Job

To support the committee of North Ayrshire Athletics Club, its membership and partners. To create a thriving structure within the club that ensures North Ayrshire Athletics 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

- 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
- Work with local partners to create and support implementation of Run, Jump & Throw and satellite clubs linking the club and Learning Communities
- Mentor coaches within the club, schools and community based coaches
- Ensure growth in the club by increasing active participation and retention of athletes
- Recruit, retain, reward and develop club volunteers including officials
- Ensure that the club support local schools athletics events

Partnership Working, Monitoring and Evaluation

- Work closely with key personnel within North Ayrshire 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



| leisure



Person Specification

COMMUNITY COACH – NORTH AYRSHIRE ATHLETICS CLUB

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 	

	work is completed efficiently	
Change Management:	<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 	
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 	
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