



## Fraserburgh Running Club - Club Together Officer

### Job Description and Personal Specification

<b>Job Title</b>	Fraserburgh Running Club, Club Together Officer
<b>Reports to</b>	Partnership Management Steering Group (Fraserburgh RC, <b>scottishathletics</b> , <b>sportscotland</b> )
<b>Salary</b>	£5,510 (12 hours per week)

#### Purpose of the Job

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

#### Key Accountabilities

- Work with the club (and partners) to support the successful delivery key priorities and projects in the club development plan.
- Recruit new volunteers, whilst supporting and retaining existing volunteers (in various roles) to allow increased capacity and activities within the club.
- Work in partnership with a range of agencies to raise the profile of athletics in the local community.
- Work with the club committee and coaches to ensure that there is a clear coaching structure, pathway and support programme in the club.
- Ensure the successful implementation of the clubs coaching structure through the recruitment and development of coaches.
- Arrange leader, coach and official education and development opportunities for club members – on site where possible.
- Work with the club's coaches and **scottishathletics** staff to ensure that coaching is being delivered to an appropriate level and based around national principles and programmes.
- Ensure growth in the club by increasing active participation.
- Work with local partners to support and develop the implementation of after schools activities with links to the club.
- 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 support local schools athletics events and the club subsequently offer induction sessions for participants and parents from local schools.
- Ensure that athletes from the club participate in appropriate age and stage related competitions, ranging from local to regional to national events.

#### Key Contacts

- To improve athletics participation through the club, partnership working will be required with:
- Club contacts (volunteers)
- **scottishathletics** National Club Manager and other **scottishathletics** Staff
- Local Authority/ Trust Sports Development contacts
- Community Sports Hub Officer and Community Sports Hub
- Senior Officers from within Aberdeenshire Council
- Active School Coordinators (Primary & Secondary)
- Regional Athletics Partnership (NESAP)
- Local Schools
- Programme Sponsors
- Scottish Disability Sport Regional Managers
- Other clubs and organisations (eg. FE/HE)

## Fraserburgh RC, Club Together Officer Personal Specification

Factor	Essential	Desirable
<b>Qualifications and Attainments</b>	<ul style="list-style-type: none"> <li>Driving License</li> </ul>	<ul style="list-style-type: none"> <li>Sports related degree/qualification or relevant experience</li> <li>Access to transport</li> <li>First aid certificate</li> <li>Level 2 UKA Coaching Qualification or equivalent</li> </ul>

<b>Experience &amp; knowledge (in an employed or voluntary capacity)</b>	<ul style="list-style-type: none"> <li>Experience of working within a volunteer club environment</li> <li>Experience of working effectively with partners</li> <li>Experience and knowledge of working with volunteers</li> <li>Knowledge and understanding of issues affecting athletics clubs</li> <li>Experience of initiating, developing and evaluating projects</li> <li>Experience of supervising projects and people</li> <li>Knowledge and understanding of sports development pathways (LTAD)</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a sports development environment</li> <li>Knowledge of national sporting/physical activity initiatives &amp; strategies</li> <li>Knowledge and understanding of sports development pathways (LTAD)</li> </ul>
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### Competencies – Skills & Knowledge

<b>Leadership</b>	<ul style="list-style-type: none"> <li>Ability to remain open to ideas</li> <li>Ability to motivate and support others to take action/participate</li> <li>Be able to establish clear goals</li> </ul>	
<b>Managing Delivery</b>	<ul style="list-style-type: none"> <li>Be able to plan and prioritise workloads – short and long term</li> <li>Ability to manage resources to ensure work is completed efficiently</li> <li>Be able to achieve goals and meet deadlines despite obstacles.</li> <li>Be proactive in improving existing activities and processes</li> </ul>	
<b>Change Management</b>	<ul style="list-style-type: none"> <li>Be able to successfully adapt to and works effectively with changing situations</li> <li>Have experience of working with a variety of different groups</li> </ul>	
<b>Relationship Building</b>	<ul style="list-style-type: none"> <li>Ability to work with club members and other partners in a manner which gives them confidence in your intentions</li> <li>Understands &amp; meets partner needs</li> <li>Keeps partners updated</li> </ul>	
<b>Communication &amp; Organisation</b>	<ul style="list-style-type: none"> <li>Excellent organisational skills</li> <li>Ability to communicate with others in a positive and influential manner</li> <li>Ability to ensure relevant information is communicated to the right people, in the right style, at the right time</li> </ul>	
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>IT skills and experience</li> <li>Ability to undertake flexible working hours</li> <li>Satisfactory Disclosure Scotland / PVG Check</li> <li>Ability to attend club sessions and, where required, additional events</li> </ul>	<ul style="list-style-type: none"> <li>Experience of sourcing and securing funding</li> </ul>