



Arbroath and District AC Club Together Officer

Job Description

Job Title	Arbroath and District AC Club Together Officer
Reports to	Partnership Management Steering Group (Arbroath and District AC, scottishathletics , Angus Council, Angus Alive)
Salary	£5,510 (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.