



scottishathletics Ltd

Information for applicants for the position of

Communities Project Coordinator (Jog Scotland)

N.B. This post will be primarily focus on the West of Scotland
(18hrs per week)
Salary circa £6,500
Fixed Term Contract

Overview

This Communities Project Coordinator is a new post for jog**scotland** focussing on increasing provision and participation in communities with high levels of inactivity. This post is a fixed term role for eight months and will be based primarily in the West of Scotland. The post will have particular focus on communities that have high BME and refugee populations addressing barriers to participation and creating sustainable jogging networks.

Introduction

“Perform When It Counts” is the strategy for **scottishathletics** – the Governing Body for Athletics in Scotland, covering the period 2015 to 2019. It is very deliberately positioned as a high-level strategy providing aspiration, leadership, structure, and shaping the resources and work of **scottishathletics**. It builds on a successful phase of development and achievement from 2010 to 2014, with more success being achieved in 2015, 2016 and 2017.

Perform When It Counts is all about achieving and delivering excellence at all levels of athletics – for all, and across all disciplines of the sport. This integrated approach is central to the philosophy behind the strategy.

jog**scotland** currently has over 450 registered groups and over 40,000 members. The jog**scotland** programme of activities is delivered in partnership between **scottishathletics** and the Scottish Association for Mental Health (SAMH).

Our Vision

Perform When It Counts further details the role that **scottishathletics** will play in the period 2015 to 2019 to realise our Vision:

Lead, develop and deliver the athlete pathway in all communities in Scotland, ensuring that it:

- Provides opportunities for all in learning, competing and contributing – at the level that is appropriate for them
- Identifies and supports athletes with potential to perform on the world stage

- Supports strong and sustainable clubs at the centre of development and delivery
- Motivates and supports our coaching community to excel at all levels
- Provides the right competition at the right level within the right environment
- Recruits and retains more people within the athletics community – performing in all roles
- Is resourced, managed, and governed to an excellent standard

Staff

scottishathletics employs 27 members of staff and 32 Club Together Officers. This includes our Membership Development Officer who leads the delivery of jog**scotland**.

Conditions of Employment

scottishathletics is based at Caledonia House, South Gyle, Edinburgh EH12 9DQ. The postholder will be based at the Emirates Stadium, Glasgow, however, there is flexibility over the working location for this role.

This is a fixed term post for eight months from the commencement date of the contract.

Salary

The salary offered for this post will be circa £6,500.

Hours of work

The person appointed will be expected to work for 18 hours a week. The pattern of working hours will be agreed with the line manager. Due to the nature of the post, there will be a requirement to work evenings and weekends, however this will be arranged in advance with your line manager and will take account of the normal, agreed hours of work.

Pension

scottishathletics operates a qualifying group pension scheme for auto-enrolment purposes and will match the successful candidates' contribution up to a maximum of 6% of salary, including the legal minimum contributions required.

Annual Leave and Public Holidays

The annual leave entitlement for this post is 25 days (pro rata). In addition, the public holiday entitlement is 10.5 days (pro rata). Annual leave may be taken by prior arrangement with the line manager.

Travel and Subsistence

The postholder may be required to travel to meetings within Scotland and occasionally in the UK. Travel and subsistence will be reimbursed at **scottishathletics** current rates.

Probationary Period

The post holder will serve a three-month probationary period before their appointment is confirmed.

Notice

This post carries a one-month period to terminate employment after the satisfactory completion of the probationary period.

The Role and Responsibilities of the Communities Project Coordinator

Responsible to: Membership Development Officer (jogscotland)

Responsible for: Increasing provision for, and participation in, jogscotland, for individuals and groups from communities that are underrepresented in sport

Key tasks will include:

- Plan, coordinate and ensure effective implementation of seven new jogscotland groups in targeted communities, particularly areas with high BME and refugee populations, focussing on getting the inactive active
- Develop local partnerships, to help identify target communities, identify potential jog leaders and promote jogscotland
- Work with relevant partners, including BEMIS, to establish links with existing community groups and leaders
- Responsible for the recruitment, development and deployment of Jog Leaders to deliver the new jogscotland groups
- Where appropriate, link newly established groups with other local jogging and/or athletics provision
- Advertise and promote jogscotland groups to raise awareness and increase participation in each of the groups
- Work with the Membership Development Officer and utilise existing jogscotland resources to create activity programmes for the Jog Leaders
- Ensure data is collated effectively, participation is monitored via the jogscotland app, and reports are submitted to the Membership Development Officer on a monthly basis to report on progress
- Plan for the sustainability of each group beyond the end of the project post
- Deliver the projects within the allocated budget as agreed with the Membership Development Officer

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation.

Candidate Specification

| FACTORS | ESSENTIAL | DESIRABLE |
|---------------------------------------|---|--|
| Qualifications and attainments | <p>Holder of a current, full UK driving licence and use of a vehicle</p> <p>PVG Certificate (Application to Join PVG Scheme or PVG Scheme Update will be completed by scottishathletics)</p> | <p>An understanding of Scottish Sport or athletics</p> <p>Jog Leader or equivalent qualification</p> <p>Safeguarding and Protecting Children Course (within two months of appointment)</p> |
| Work and other experience | <p>Experience of community programme planning, implementation and delivery</p> <p>Understanding of the barriers facing underrepresented groups in sport</p> <p>Proven track record of working collaboratively with colleagues, partners and volunteers</p> <p>Recruitment, development and support of volunteers</p> <p>Proven track record of developing effective partnerships</p> <p>Experience of administrative work, including Microsoft Office and databases</p> <p>Monitoring, evaluation and reporting of community based projects</p> | <p>Planning and delivery of development programmes in sport</p> <p>Professional use of social media</p> |
| Skills | <p>Excellent presentation, written and verbal communication skills</p> <p>Sound administration and information technology skills</p> <p>Ability to build relationships with colleagues both within scottishathletics and partners</p> | <p>Ability to adapt and respond to a variety of situations and people in order to meet changing priorities and different ways of working</p> <p>Initiate and develop practices, analyse and use judgement to identify best solutions</p> |

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|---|--|--------------------------|
| | Ability to self-manage & work proactively across multiple projects and deliver projects to required time scales Team player with ability to work well with others | |
| Disposition and Personal qualities | Strong team player Enthusiastic, energetic, hard working and reliable Ability to work flexible hours Resilient and determined Attentive to detail Quick to learn and able to work with a minimum of supervision | A keen interest in sport |

Application Process

Applicants should apply by submitting the application form, covering letter (addressing how the applicant's skills and expertise fit with the job role and person specification) and equal opportunities form, marked "private and confidential", to Francesca Snitjer, Executive Officer (or email to francesca.snitjer@scottishathletics.org.uk) at

scottishathletics Limited
 Caledonia House
 South Gyle
 Edinburgh
 EH12 9DQ

The closing date for applications is **12 noon on Monday 9th October 2017** with interviews taking place on Friday 13th October 2017. Applications received after the closing date will not be considered.

scottishathletics is an equal opportunities employer. We welcome applications from all backgrounds and all parts of the community, and particularly encourage applications from under-represented groups.



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