



## Job Description for the Pitreavie AAC Club Together Officer

<b>Job Title</b>	Pitreavie AAC Club Together Officer
<b>Reports to</b>	Partnership Management Steering Group (Club, <b>scottishathletics</b> , Local Authority)
<b>Salary</b>	Circa £8,695 (19 hours per week)

### Purpose of Job

To work within the club development structure to ensure a vibrant athletics club sits at the centre of sustainable athletics development in the community of West Fife. The role will report to the Club Executive Committee (6 members), the President and Vice President will have overall line management responsibility for the post.

### Primary Accountabilities

- Coordinate the delivery of a range of competitive athletics events, both Track and Field and Endurance-based.
- Contribute to the planning and delivery of new athletics-based programmes for the benefit of a range of client groups including club members, pre-school and school-aged children.
- Manage the recruitment and retention of volunteers to assist in the running of the club.
- Work with the Club Executive Committee to identify development priorities and support the delivery of identified objectives through an ongoing club development plan.

### Key Performance Areas

***Please note that the key performance areas provide an indicative overview of focus areas; a Club Together Officer work plan will be developed in consultation with the Partnership Steering Group to provide a clear direction for the role.***

#### Athletics Participation

- Support the development and delivery of new club initiatives to provide a range of athletics-based classes for children of pre-school and school age.
- Develop links to local cluster primary and secondary schools to create/extend opportunities to participate in athletics through inclusive programmes. An element of delivery of athletics programmes will be required.

#### Event Delivery

- Coordinate and deliver key T&F events hosted by Pitreavie Amateur Athletics Club, for example the Club Championships and Indoor League; lead or assist in the delivery of endurance-focussed events such as the Forth Road Bridge 10K.

- Identify opportunities for the further development of events as a means of building competitive opportunity, maintaining the profile of the club at local and national level and generating revenue for the club.

#### **Volunteer Development**

- Ensure that the club recruits new volunteers; support and retain existing volunteers in various roles e.g. as coaches, officials and in delivery roles within the current sub-groups which are responsible for managing different aspects of the Club (e.g. clubhouse, communications, competition).

#### **Implementation of Club Development Plan**

- Work with the club to continuously update and implement a development plan linked to national, regional and local strategies for sport/health improvement/social objectives where appropriate.
- Work with the club's executive committee, various sub groups and partners to ensure the successful delivery of key priorities and projects identified in the club's development plan.

#### **Partnership Working**

- Work with the **scottishathletics** National Club Manager and club representatives to ensure development is linked to **scottishathletics** National Strategy.
- Work with LA staff and other stakeholders who can support the club in delivering objectives e.g. Fife Council, Fife Sport & Leisure Trust, tertiary education etc.

#### **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 ensure effective links with local press to increase club profile in community.