



Kilmarnock Harrier & A.C. Pathways Development Officer Job Description and Personal Specification

Job Title	Pathways Development Officer
Reports to	Kilmarnock Harrier & A.C. Trustee Board and scottishathletics
Location	Ayrshire Athletics Arena (Kilmarnock) / Broomfield Playing Fields (Cumnock)
Salary	£7, 348 per annum (15 hours per week, supporting evenings/weekends)
Period	2 year post fixed term

Purpose of the Job

To support the club in raising coaching competency, focusing on developing and fostering talent pathways which will ultimately impact on athlete performance levels. The role will lead in the coordination of coach-orientated continual professional development (CPD) and education opportunities, including mentoring and parent/ athlete workshops, linking directly to the National Programmes

Key Accountabilities

Coaching

Responsible for:

- Review and revise the overall club coaching structure and athlete pathway at Kilmarnock Harrier & A.C, ensuring it meets national guidelines of best practice (age & stage development)
- Supporting recruitment and retention of coaches across the pathway to support the coaching structure
- Identifying coach development and education needs for the club coaches, including appropriate support such as mentors and CPD opportunities
- Working alongside the club board to ensure the continued growth in the club by increasing active participation and retention of athletes
- Delivering Coaching aspects of the club Development Plan
- Administration of Coaches database, club Waiting List and Induction sessions

Pathway Development

Responsible for:

- Supporting the transition of athletes from Run, Jump and Throw and other feeder groups in to the main athletics club sessions
- Implementation and Administration of Talent Development programmes within the club
- Improved communication plan for athlete development
- Working in partnership with the **scottishathletics**, Further Higher Education establishments and other key partners in developing links with the club
- Any other areas of work as deemed appropriate by the club board or steering group

Partnership Working, Monitoring and Evaluation

- Work with the Club Board, Club Business Development Officer and key partners to deliver all aspects of the role
- Record baseline data on club coaching and athlete pathways
- Report progress against club coaching development and athlete pathways
- Ensure effective communication in terms of email, website, social media and local press to increase club profile in community

Kilmarnock Harrier & A.C. Pathways Development Officer Personal Specification

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

Experience & knowledge (in an employed or voluntary capacity)	<ul style="list-style-type: none"> • IT skills and experience • Experience of working within a volunteer club coaching environment • Knowledge and understanding of athletics development pathways • 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 	<ul style="list-style-type: none"> • Experience of working in a sports development environment • Knowledge of national sporting/physical activity initiatives & strategies • An understanding of talent/performance environments.
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Competencies – Skills & Knowledge

Leadership	<ul style="list-style-type: none"> • Ability to motivate and support others to take action/participate • Be able to establish clear goals • Ability to remain open to ideas 	
Managing Delivery	<ul style="list-style-type: none"> • Be able to plan and prioritise workloads – short and long term • Ability to manage resources to ensure work is completed efficiently • Be able to achieve goals and meet deadlines • Be proactive in improving existing activities and processes 	
Change Management	<ul style="list-style-type: none"> • Be able to successfully adapt to, and work effectively with change required to improve the club. 	<ul style="list-style-type: none"> • Have experience of working with a variety of different groups
Relationship Building	<ul style="list-style-type: none"> • Ability to work with club members, volunteers and other partners to achieve the clubs goals. • Understands & meets club needs and ensuring regular updates to board or steering group. 	
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 effectively to all. 	
Additional Requirements	<ul style="list-style-type: none"> • Ability to undertake flexible working hours • Satisfactory Disclosure Scotland / PVG Check 	