



scottishathletics Ltd

Information for applicants for the position of

## Participation Project Coordinator (Jog Scotland)

(18hrs per week)  
Salary circa £6,500  
Fixed Term Contract

### Overview

The Participation Project Coordinator is a new post for jog**scotland** focussing on increasing provision and participation in areas of high social deprivation. This post is a fixed term role for eight months and will be based at **scottishathletics** Head Office in Edinburgh, however the role will cover communities across Scotland. This post will focus on creating sustainable jogging networks within the targeted areas ensuring new jog leaders are trained and local partnerships formed.

### 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 jogscotland.

## **Conditions of Employment**

**scottishathletics** is based at Caledonia House, South Gyle, Edinburgh EH12 9DQ. 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 Participation Project Coordinator

**Responsible to:** Membership Development Officer (jogscotland)

**Responsible for:** Increasing provision for, and participation in, jogscotland, for individuals and groups from socially deprived areas across Scotland

### Key tasks will include:

- Plan, coordinate and ensure effective implementation of seven new jogscotland groups in targeted communities 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 SAMH, to link with their existing programmes where appropriate
- 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
<p><b>Qualifications and attainments</b></p>	<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 <b>scottishathletics</b>)</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>
<p><b>Work and other experience</b></p>	<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>
<p><b>Skills</b></p>	<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 <b>scottishathletics</b> 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>

	<p>Ability to self-manage &amp; work proactively across multiple projects and deliver projects to required time scales</p> <p>Team player with ability to work well with others</p>	
<b>Disposition and Personal qualities</b>	<p>Strong team player</p> <p>Enthusiastic, energetic, hard working and reliable</p> <p>Ability to work flexible hours</p> <p>Resilient and determined</p> <p>Attentive to detail</p> <p>Quick to learn and able to work with a minimum of supervision</p>	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 9<sup>th</sup> October 2017** with interviews taking place on Friday 13<sup>th</sup> 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.

