



## Coaching Pathways Development Officer Whitemoss AAC Job Description and Personal Specification

<b>Job Title</b>	Coaching Pathways Development Officer
<b>Reports to</b>	Partnership Management Steering Group (Whitemoss AAC, <b>scottishathletics</b> , South Lanarkshire Leisure)
<b>Salary</b>	<b>£5,510</b> (12 hours per week)

### Purpose of the Job

Lead in raising coaching competency, focusing on developing coaches which will directly impact on coach and athlete retention. The role will support the delivery of coach centred professional development (CPD) and education opportunities, including mentoring and parent/athlete workshops, linking directly to **scottishathletics** and South Lanarkshire Leisure programmes.

### Key Accountabilities

#### Coaching Practice and Development

Responsible for:

- The maintenance and review of the overall club coaching structure and athlete pathway, ensuring it meets national guidelines of best practice for age and stage development.
- Supporting recruitment and development of coaches across the coaching structure
- Ensure the coaching team is educated in the provision of all aspects of planning, physical preparation and technical development
- Ensuring coaches working all stages of the athlete development pathway have the appropriate support such as mentors and individualised CPD programmes and to act as personal mentor to coaches where appropriate.
- Athlete retention by ensuring coaches engage in athlete centred delivery of the 'how to coach' skills from the coach education pathway, thus improving the athlete experience.
- Work to ensure the implementation of Coach Development Programmes which link with NGB and South Lanarkshire Leisure programmes.
- Monitoring the development of athletes, in a technical and physical capacity to ensure that the club is working within national guidelines.
- Advising and influencing the coaching workforce on appropriate competition for athletes based on age and stage of development.
- Managing a programme of regularly scheduled workshops and training sessions for coaches, athletes and their families aimed improving personal performance.

#### Partnership Working, Monitoring and Evaluation

- Work with key Partners, the NGB and South Lanarkshire Leisure to deliver all aspects of the project
- Maintain close links with Scottishathletics coach education and development staff
- Record baseline data on club coaching and athlete pathways.

- Report progress against club coaching plan and key performance indicators.
- Work with existing club management to ensure effective and smooth running of the club.
- Work with the existing Press Officer, to maintain links with local press, with a view to increasing club profile within the wider community.
- Work closely with all coaching groups within the club to identify where athlete/parent/coach partnerships could benefit from a more focused delivery.

## Whitemoss AAC Pathways Development Officer Person Specification

Factor	Essential	Desirable
<b>Qualifications and Attainments</b>	<input type="checkbox"/> Driving License <input type="checkbox"/> Level 2 UKA Coaching Qualification or equivalent	<input type="checkbox"/> Sports related degree/qualification or relevant experience <input type="checkbox"/> Access to transport <input type="checkbox"/> First aid certificate

<b>Experience &amp; knowledge (in an employed or voluntary capacity)</b>	<input type="checkbox"/> Experience of working within a volunteer club coaching environment <input type="checkbox"/> Knowledge and understanding of coach development pathways <input type="checkbox"/> Experience of working effectively with partners <input type="checkbox"/> Experience in mentoring coaches, in a coaching environment. <input type="checkbox"/> Experience and knowledge of working with volunteers <input type="checkbox"/> Knowledge and understanding of issues affecting athletics clubs <input type="checkbox"/> Experience of initiating, developing and evaluating projects <input type="checkbox"/> Experience of supervising projects and people	<input type="checkbox"/> Experience of working in a sports development environment <input type="checkbox"/> Knowledge of national sporting/physical activity initiatives & strategies <input type="checkbox"/> Knowledge and understanding of sports development pathways (LTAD) <input type="checkbox"/> Knowledge and understanding of planning for competitions at national and international level. <input type="checkbox"/> Knowledge of the NGB athlete pathways, training camps etc. <input type="checkbox"/> An understanding of the contribution of sports science and psychology to the performance and wellbeing of athlete. <input type="checkbox"/> Experience of working effectively within a high performance athletics team
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### Competencies – Skills & Knowledge

<b>Leadership</b>	<input type="checkbox"/> Ability to remain open to ideas <input type="checkbox"/> Ability to motivate and support others to take action/participate <input type="checkbox"/> Be able to establish clear goals	
<b>Managing Delivery</b>	<input type="checkbox"/> Be able to plan and prioritise workloads – short and long term <input type="checkbox"/> Ability to manage resources to ensure work is completed efficiently <input type="checkbox"/> Be able to achieve goals and meet deadlines despite obstacles. <input type="checkbox"/> Be proactive in improving existing activities and processes	

<p><b>Change Management</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Be able to successfully adapt to and work effectively with changing situations</li> <li><input type="checkbox"/> Have experience of working with a variety of different groups</li> </ul>	
<p><b>Relationship Building</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Build and enhance existing relationships with NGB Coaching, Performance and Development staff.</li> <li><input type="checkbox"/> Understands &amp; meets partner needs</li> <li><input type="checkbox"/> Ability to work with club members and other partners in a manner which gives them confidence in your intentions</li> <li><input type="checkbox"/> Keeps partners updated</li> </ul>	
<p><b>Communication &amp; Organisation</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Excellent organisational skills</li> <li><input type="checkbox"/> Ability to communicate with others in a positive and influential manner</li> <li><input type="checkbox"/> Ability to ensure relevant information is communicated to the right people, in the right style, at the right time</li> </ul>	
<p><b>Additional Requirements</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> IT skills and experience</li> <li><input type="checkbox"/> Ability to undertake flexible working hours</li> <li><input type="checkbox"/> Satisfactory Disclosure Scotland / PVG Check</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Experience of sourcing and securing funding</li> </ul>