

**ENJOY EAST LoTHIAN
Job Outline**

Post Title:	Athletics Development Officer
Service:	Enjoyleisure
Location:	Meadowmill Sports Centre
Immediate Supervisor:	Service Manager

Purpose of the Job

To create, promote and develop a thriving athletics community and structure within East Lothian.

Main Duties

➤ **Implementation of an East Lothian Development Plan**

- Work with all key partners in East Lothian to create and implement the East Lothian Athletics Development Plan and ensure links to the **scottishathletics** regional development strategy and other national, regional, and local strategies for sport/health improvement/social objectives.
- Work with partners to ensure the successful delivery of key priorities and projects of the development plan – showing, selling and making the vision become reality.
- Identify and secure funding opportunities to assist in the delivery of the development plan.

➤ **Increase Participation**

- Aim to significantly increase athletics participation in East Lothian especially at the **East Lothian Athletics Arena** at Meadowmill.
- Ensure links to local cluster primary and secondary schools to create/extend opportunities to participate in athletics through inclusive programmes within East Lothian club's main junior section and Run, Jump and Throw sections.
- Organise, co-ordinate, support and deliver programmes and events to promote athletics and recruit young people to the sport including Teacher Education, Cross Country, Sportshall, County Sports and Run Jump and Throw Clubs.
- Ensure that East Lothian recruits new volunteers as well as supporting and retaining existing volunteers (in various roles) to allow increased capacity and activities.
- Expand jogging networks across East Lothian

➤ **Partnership Working**

- Work with key partners to ensure the development plan is linked to the **scottishathletics** Regional Development Strategy and local strategies for sport/health improvement and social objectives.
- Work with Active Schools Co-ordinators and PE staff to ensure a strong pathway between local primary and secondary schools and the respective Clubs. Work with other LA staff and any other stakeholders who can support the club to deliver their plan eg sports development, tertiary education etc.
- Work with club coaches and appropriate **scottishathletics** staff to ensure that talented athletes (and coaches) have the opportunity to progress through pathway development programmes.

➤ **Volunteer Development**

- Recruit, sustain, support and develop volunteers across East Lothian (coaches, volunteers and officials.)
- Specifically target the recruitment and development of volunteers from the following groups : a) existing athletes, b) parents (through Come and Try sessions with children and parents), c) FE/HE students and d) S5/S6 pupils.

➤ **Coaching**

- Increase the coaching opportunities throughout East Lothian.
- Arrange leader, coach and official education and development opportunities for coaches and officials in East Lothian- on site where possible with easy access, low cost, maximal benefit and uptake.
- Work with the East Lothian Athletics Development Group (key partners) and coaches to ensure that there is a clear coaching pathway and support programme within local Clubs.
- Work with the club's coaches and **scottishathletics** staff to ensure that coaching is being delivered to an appropriate level and based around national LTAD principles and programmes.

➤ **Monitoring and Evaluation, Marketing and Communication**

- Record baseline data on participation/activity and school/club participation.
- Report progress against East Lothian Athletics Development plan key performance indicators
- Work with existing club volunteers to help prepare newsletters and other marketing and promotional material.
- Work with existing club volunteers to ensure effective links with local press to increase the profile of athletics in East Lothian

➤ **Team East Lothian Community Engagement**

- **1) Social Inclusion, using sport as a means to engage with vulnerable groups and disengaged groups and to tackle social inequalities :**
 - ✓ Delivery of athletics for Looked After in Children (Foster Care and Care Home) specific provision and integrated provision
 - ✓ Delivery of weekly (during term time) after-school athletics provision in communities facing social inequalities, rural areas and areas of recognised deprivation
 - ✓ Delivery of weekly (during term time) after-school physical activity for children and young people with a learning or sensory impairment
- **2) Community sport and physical activity as a means to promote wellbeing and reduce health inequalities**
 - ✓ Support targeted schools in the delivery of daily physical activity, through a “mile a day” initiative
 - ✓ Delivery of adult recreational running groups with a key link into JogScotland and SAMH Partnership
 - ✓ Delivery of “ Couch to 5K “ sessions (introduction to physical activity for adults)
 - ✓ Delivery of a parent and toddler class (physical activity for mother and toddlers)
 - ✓ Support the delivery of athletics schools events (primary and secondary)
- **3) Developing people, supporting people to develop their skills and to strengthen local communities**
 - ✓ Recruitment of young people and development of their skills in coaching and leaderships
 - ✓ Recruitment, training and development of volunteers as club officials and club helpers

Key Contacts :

To improve athletics development throughout East Lothian, target group development contact will be required with :

Leisure Trust - **enjoyleisure**

Local Authority Athletics Development/ Sports Development Officers and other LA contacts

Senior Officers from within the Local Authority Areas

Club contacts (volunteers)

scottishathletics Regional Manager and other **scottishathletics** staff

Other organisation (eg FE/HE)

East Lothian Athletics Development Group

Local Schools

Active School Co-ordinators (Primary & Secondary)

Scottish Disability Sport Regional Managers

Key Accountabilities:

Ensure growth of athletics in East Lothian by increasing active participation

Support the implementation of the East Lothian Athletics Development plan

Recruit, retain, reward and develop volunteers

Work in partnership with a range of agencies to raise the profile of athletics in the local community

Work with local partners to create and support implementation of Run, Jump and Throw sections that are formally part of Club activities

Deliver and support local schools athletics events and ensure they subsequently offer induction sessions for participants and parents from local schools

Organise and facilitate opportunities for developing club coaches

Ensure that athletes from the Clubs participate in appropriate age and stage related competitions, ranging from local to regional to national events

Ensure that there is a range of activities and events delivered at the track and field facilities at Meadowmill and across East Lothian

Relevant Qualifications

- UKA Level 2 Coaching Qualification (or equivalent)

Disclosure requirements:

- This role requires **PVG Clearance** for regulated work with children and/or protected adults. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be **required prior to commencement**.

SSSC requirements:

- None.

PERSON SPECIFICATION

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Attributes	Essential	Desirable
Education, Training and Qualifications	<ul style="list-style-type: none"> • Driving Licence • PVG Membership (Children) 	<ul style="list-style-type: none"> • UKA Level 2 Coaching Qualification (or equivalent) • Sports related degree/qualification • Access to a vehicle • First aid certificate
Previous Experience (Paid & Voluntary Work)	<ul style="list-style-type: none"> • Experience of working effectively with partners • Experience and knowledge of working with volunteers • Experience of initiating, developing and evaluating projects • Event Management experience • Experience of supervising projects and people • Knowledge and understanding of sports development pathways (LTAD) • Experience of effective meeting management • Experience of working within a volunteer club environment 	<ul style="list-style-type: none"> • Experience of working in a sports development environment • Knowledge of national sporting/physical activity initiatives & strategies • Knowledge and understanding of athletics development pathways • Experience of sourcing and securing funding
Knowledge/ Skills /Competencies	<ul style="list-style-type: none"> • IT skills and experience • Ability to build effective working relationships • Excellent organisational skills • Well developed communication skills • Ability to prioritise competing deadlines and projects. 	<ul style="list-style-type: none"> • Leadership • Willingness to undertake continuous professional development

Personal Skills	<ul style="list-style-type: none">• Ability to undertake flexible working hours	
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