

Caithness AAC Club Together Officer

Job Description and Personal Specification

Job Title	Caithness AAC Club Together Officer
Reports to	Partnership Management Steering Group
Salary	£ 3,582 (15 hours per week) – fixed term, 6 months (potential for extension)

Purpose of the Job

To continue creating a development structure in Caithness AAC that ensures we remain a sustainable and vibrant athletics club in the heart of our community.

Key Accountabilities

- Ensure growth in the club by increasing active participation
- Support the implementation of the club development plan
- Recruit, retain, reward and develop all club 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 & Throw sections that are formally part of the club's activities
- Ensure that the club support local schools athletics events and the club subsequently offer induction sessions for participants and parents from local schools
- Organise and facilitate opportunities for developing club coaches
- Ensure that athletes from the club participate in appropriate age and stage related competitions, ranging from local to regional to national events

Key Contacts

To improve athletics participation through the club, partnership working will be required with:

- Club contacts (volunteers)
- **scottishathletics** staff
- Local Authority/ Trust Sports Development contacts
- Community Sports Hub Officer and Community Sports Hub
- Senior Officers from within the Local Authority Areas
- Active School Coordinators (Primary & Secondary)
- Senior Officers and staff with Highlife Highland and Highland Council
- Regional Athletics Partnership
- Local Schools
- Programme Sponsors
- Scottish Disability Sport Regional Managers
- Other clubs and organisations (eg. FE/HE)

Key Performance Areas

Please note that the key performance areas provide an indicative overview of key focus areas and individual Club Together Officer work plans will identify and provide a clearer direction for that role as identified by the club and agreed by the Working group.

Implementation of Club Development Plan

- Work with the club to continuously update and implement the club's development plan and ensure links to regional development strategy and other national, regional and local strategies for sport/health improvement/social objectives where appropriate.
- Work with the club (and partners) to ensure the successful delivery of key priorities and projects of the club's development plan – showing, promoting and making the vision become reality.
- Identify and secure funding opportunities to assist in the delivery of club's development plan.

Increase Participation

- Continue to increase the club's membership (targets to be agreed prior to post commencing).
- Retain 80% of members annually.
- Ensure links to local cluster primary and secondary schools to create/extend opportunities to participate in athletics through inclusive programmes within the club's main junior section and Run, Jump & Throw sections for girls and boys.
- Organise, coordinate and deliver (where appropriate) programmes and events to promote athletics and recruit young people to the sport in the local area.
- Work with coaches to plan and implement athlete development programmes, through the club, to increase athlete enjoyment and improve levels of performance at all levels.
- Ensure that the club recruits new volunteers as well as supporting and retaining existing volunteers (in various roles) to allow increased capacity and activities within the club.

Partnership Working

- Work with the **scottishathletics** National Club Manager and club representatives to ensure the club development plan is aligned to the national strategy and where appropriate represent club on any local development groups.
- Work with the Community Sports Hub Officer, Active School Coordinators and PE staff to ensure a strong pathway between local primary and secondary schools and the Club.
- Work with other LA staff and any other stakeholders who can support the club to deliver their plan e.g. 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 athlete pathway development programmes.

Volunteer Development

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

Coaching

- Increase the coaching opportunities through the club – the club's first and foremost role is to support athletes, and it will achieve that through quality coaching – and many of them.
- Arrange leader, coach and official education and development opportunities for club members – on site where possible, integrated within club sessions – easy access, low cost, maximal benefit and uptake.
- Work with the club committee and coaches to ensure that there is a clear coaching pathway and support programme in the club.
- 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 club participation/ activity and school-club participation.
- Report progress against club 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 club profile in community.

Caithness AAC Club Together Officer Person Specification

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

Experience & knowledge (in an employed or voluntary capacity)	<ul style="list-style-type: none"> Experience of working within a volunteer club environment 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 Knowledge and understanding of sports development pathways (LTAD) 	<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
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Competencies – Skills & Knowledge

Leadership	<ul style="list-style-type: none"> Ability to remain open to ideas Ability to motivate and support others to take action/participate Be able to establish clear goals 	
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 despite obstacles. Be proactive in improving existing activities and processes 	
Change Management	<ul style="list-style-type: none"> Be able to successfully adapt to and works effectively with changing situations Have experience of working with a variety of different groups 	
Relationship Building	<ul style="list-style-type: none"> Ability to work with club members and other partners in a manner which gives them confidence in your intentions Understands & meets partner needs Keeps partners updated 	
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 to the right people, in the right style, at the right time 	
Additional Requirements	<ul style="list-style-type: none"> IT skills and experience Ability to undertake flexible working hours Satisfactory Disclosure Scotland / PVG Check 	<ul style="list-style-type: none"> Experience of sourcing and securing funding