

# Livingston AC Coaching and Pathways Coordinator

## Job Description and Person Specification

<b>Job Title</b>	Livingston AC Coaching and Pathways Coordinator
<b>Reports to</b>	Partnership Management Steering Group (Livingston AC, <b>scottishathletics</b> , West Lothian Council)
<b>Salary</b>	£4,100 per annum (7 hours per week)

### Purpose of the Job

To create a thriving development structure within the club, focusing on recruiting and developing coaches and fostering athlete pathways, to ensure that a vibrant athletics club sits at the centre of sustainable athletics development within the community.

### Key Accountabilities

Responsible for:

#### Coach Recruitment & Development

- The overall club coaching structure and athlete pathway at Livingston AC, ensuring it meets national guidelines of best practice for age and stage development.
- Leading the recruitment and retention of coaches across the pathway to support the coaching structure.
- Identifying coach development and education needs for the club coaches.
- Coordinating the delivery of coach development opportunities including links with the **scottishathletics** coaching team to ensure the coaching team has quality across all aspects of planning, physical and technical development.
- Ensuring coaches working at all stages of the athlete pathway have the appropriate support such as mentors and individualised CPD programmes.
- Working alongside the Club Board to ensure the continued growth in the club by increasing active participation and retention of athletes.

#### Athlete Pathways

- Support the transition of athletes from the club's "Run, Jump & Throw" programme into the main club sessions, and through each stage in our athlete pathway.
- Implementation of Talent Development programmes within Livingston AC, which links with local authority and **scottishathletics** programmes, and includes an education programme for coaches, athletes & parents.
- Ensuring that athletes within the talent pathway (and wider club) are meeting performance indicators along with the national targets for physical and technical competencies.
- Work with the Community Coach to create structured links from local primary and secondary school activity to the RJT programme and main club sessions.
- Advising and influencing the coaching workforce on appropriate competition for athletes based on their age and stage of development
- Any other areas of work as deemed appropriate by the club line manager or steering group.

#### Partnership Working, Monitoring and Evaluation

- Work with key partners to deliver all aspects of the project.
- Maintain close links with appropriate **scottishathletics** staff.
- Record baseline data on club coaching and athlete pathways.
- Provide regular monitoring reports and case studies to demonstrate delivery against development plan and agreed performance indicators.
- Work in partnership with a range of agencies to raise the profile of the athletics club in the local community.

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## Person Specification

Factor	Essential	Desirable
<b>Qualifications and Attainments</b>	<ul style="list-style-type: none"> <li>Sports related degree/qualification or relevant experience</li> <li>Holder of a current, full UK driving licence and use of a vehicle</li> <li>Level 1 UKA Coaching Qualification or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Level 2 UKA Coaching Qualification or equivalent</li> <li>First aid certificate</li> </ul>

<b>Experience &amp; knowledge (in an employed or voluntary capacity)</b>	<ul style="list-style-type: none"> <li>Experience of working within a volunteer club coaching environment</li> <li>Knowledge and understanding of athletics development pathways</li> <li>Experience of working effectively with partners</li> <li>Experience and knowledge of working with volunteers</li> <li>Knowledge and understanding of issues affecting athletics clubs</li> <li>Experience of initiating, developing and evaluating projects</li> <li>Experience of supervising projects and people</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a sports development environment</li> <li>Knowledge of national sporting/physical activity initiatives &amp; strategies</li> <li>Knowledge and understanding of sports development pathways (LTAD)</li> </ul>
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### Competencies – Skills & Knowledge

<b>Leadership</b>	<ul style="list-style-type: none"> <li>Ability to remain open to ideas</li> <li>Ability to motivate and support others to take action/participate</li> <li>Be able to establish clear goals</li> </ul>	
<b>Managing Delivery</b>	<ul style="list-style-type: none"> <li>Be able to plan and prioritise workloads – short and long term</li> <li>Ability to manage resources to ensure work is completed efficiently</li> <li>Be able to achieve goals and meet deadlines despite obstacles.</li> <li>Be proactive in improving existing activities and processes</li> </ul>	
<b>Change Management</b>	<ul style="list-style-type: none"> <li>Be able to successfully adapt to and works effectively with changing situations</li> <li>Have experience of working with a variety of different groups</li> </ul>	
<b>Relationship Building</b>	<ul style="list-style-type: none"> <li>Ability to work with club members and other partners in a manner which gives them confidence in your intentions</li> <li>Understands &amp; meets partner needs</li> <li>Keeps partners updated</li> </ul>	
<b>Communication &amp; Organisation</b>	<ul style="list-style-type: none"> <li>Excellent organisational skills</li> <li>Ability to communicate with others in a positive and influential manner</li> <li>Ability to ensure relevant information is communicated to the right people, in the right style, at the right time</li> </ul>	
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>IT skills and experience</li> <li>Ability to undertake flexible working hours</li> <li>Satisfactory Disclosure Scotland / PVG Check</li> </ul>	