

Livingston AC Community Athletics Coach

Job Description and Person Specification

Job Title	Livingston AC Community Athletics Coach
Reports to	Partnership Management Steering Group (Livingston AC, scottishathletics , West Lothian Council)
Salary	£11,700 per annum (20 hours per week)

Purpose of the Job

To create a thriving development structure within the club, focusing on the delivery of structured athlete centered coaching, to ensure that a vibrant athletics club sits at the centre of sustainable athletics development within the community.

Key Accountabilities

Responsible for:

- Lead the coaching activity at the club's "Run, Jump & Throw" programme for ages 5-14, focusing on the delivery of planned, structured, athlete centered coaching session meeting national guidelines of best practice for age and stage development.
- Working alongside the Club Board to ensure the continued growth in the club by increasing active participation and retention of athletes.
- Work with the Club Board to establish satellite athletics clubs within local schools.
- Support the transition of athletes from the club's "Run, Jump & Throw" programme into the main club sessions.
- 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/RJT/school participation/activity.
- Provide regular monitoring reports to demonstrate delivery against development plan and agreed performance indicators.
- Work with the club management to ensure the club is marketed effectively through local press and digital media to increase the club profile in community.

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Person Specification

Factor	Essential	Desirable
Qualifications and Attainments	<ul style="list-style-type: none"> Holder of a current, full UK driving licence and use of a vehicle Level 1 UKA Coaching Qualification or equivalent 	<ul style="list-style-type: none"> Sports related degree/qualification or relevant experience First aid certificate Level 2 UKA Coaching Qualification or equivalent (within 6 months of appointment) Safeguarding & Protecting Children Course (within 3 months of appointment)

Experience & knowledge (in an employed or voluntary capacity)	<ul style="list-style-type: none"> Experience of coaching young athletes within a club/community environment Experience of working in a team Knowledge and understanding of athletics development pathways Experience of working effectively with partners Ability to delivery sessions to groups of varying ability and age 	<ul style="list-style-type: none"> Experience in promoting the role of sport and physical activity as a contributor to wider social outcomes Experience of supervising staff/coaches
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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"> Ability to undertake flexible working hours Satisfactory Disclosure Scotland / PVG Check 	<ul style="list-style-type: none">