



## Club Development Officer Orkney Athletics Club (OAC)

### Job Description and Person Specification

<b>Job Title:</b>	Club Development Officer
<b>Reports to:</b>	Partnership Management Steering Group (OAC, <b>scottishathletics</b> and <b>sportscotland</b> )
<b>Salary:</b>	£7,300 (15 hours per week)

### Purpose of the Job

Over the past decade, OAC has seen continued growth in membership, most notably within its Junior Section (age 9-18 years) and significant work has been undertaken in recent years, to ensure the club has sufficient governance arrangements, volunteers and administrative systems in place to cope with this increased interest.

With improved decision making and operational arrangements now in place, the focus of club development has moved, and this new role has been identified to implement effective systems to maximise athlete potential and ensure quality coaching provision at all stages of development.

The successful post holder will lead in raising coaching competency and fostering athlete talent pathways 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 National programmes.

### Key Accountabilities

- to identify, recruit and develop new coaches and support and develop existing coaches by:-
  - reaching out into the community via local media, VAO, community groups etc to attract new coaches to the Club;
  - identifying development and training needs within the Coaching Team;
  - planning and arranging appropriate training;
  - liaising with Scottish Athletics and other bodies to ensure high quality training appropriate to athlete needs;
  - seeking funding as required to deliver training.
  
- to develop a cohesive and effective Coaching Team by:-
  - co-ordinating coach provision at training sessions and competitions to make best use of available resources;
  - identifying athlete pathways and developing specialist training as required;
  - supporting transition of athletes into and beyond the Club including liaising with Pickaquoy Centre staff, Active Schools, PE staff in schools etc;

- building coach clusters, identifying support needs and mentors to support members of the coaching team.
- to develop competition pathways for athletes by:-
- undertaking a competition review to identify the most effective opportunities for athletes at all stages of development;
  - ensuring athletes have access to relevant resources and support to enable participation in appropriate competition events;
  - helping to introduce a costed, officials' development programme, which encourages and supports volunteers to gain experience at home and away competitions.
- to develop and support the Senior Section (19+ years) of the club by:-
- assisting with the introduction of a varied Senior member event timetable which is attractive to all abilities and which ultimately increases the overall membership;
  - exploring how the Club offer for Senior athletes can be developed and ensuring that the Senior member offer is cost effective (assisting with identification of funding opportunities as necessary);
  - ensuring that regular, effective communication is undertaken with the Senior membership about club issues/events.
- to provide a link between the Coaching Team and Management Committee including:-
- tracking and reporting on progress with coach and athlete development;
  - ensuring Club policies are understood and implemented by the coaching team;
  - helping to promote the Club's athletes and their successes via the local media.

## **Who are we looking for?**

Someone who...

- is a good communicator and outgoing personality;
- is able to work on their own initiative;
- is good at motivating and working with others;
- enjoys and has experience of working with young people;
- is enthusiastic about athletics and willing to be an ambassador for the sport in Orkney;
- has proven organisation and planning skills;
- may have a sports management or coaching background or related qualification.

## OAC Club Development Officer Person Specification

Factor	Essential	Desirable
Qualifications and Attainments	<ul style="list-style-type: none"> <li>• Management experience</li> <li>• Driving Licence</li> <li>• Access to transport</li> </ul>	<ul style="list-style-type: none"> <li>• Sports / Management related degree / qualification</li> </ul>

<b>Experience and Knowledge (in an employed or voluntary capacity)</b>	<ul style="list-style-type: none"> <li>• Proven inter-personal and communication skills</li> <li>• Experience of working effectively as part of a team and with partners</li> <li>• Knowledge of how to use spreadsheets, email and social media</li> <li>• Experience of establishing and maintaining accurate and appropriate record keeping systems</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within a sports development or volunteer club coaching environment</li> <li>• Knowledge of national sporting/physical activity initiatives and strategies</li> <li>• An understanding of talent/performance environments</li> <li>• Experience of reporting to a committee</li> </ul>
--	---	--

### Competencies – Skills & Knowledge

<b>Communication and 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 information is communicated to relevant individuals in a timely, appropriate and professional manner</li> </ul>	<ul style="list-style-type: none"> <li>• Familiar in use of content management systems</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Be able to establish clear goals for self and others</li> <li>• Ability to motivate and support others to take action/participate</li> <li>• Experience of working collaboratively with people of varying backgrounds and experience</li> <li>• Willingness to engage with others and be innovative</li> </ul>	

<p><b>Managing Delivery</b></p>	<ul style="list-style-type: none"> <li>• Ability to plan and prioritise workloads – short and long term</li> <li>• Ability to manage resources to ensure work is completed efficiently</li> <li>• Ability to achieve goals and meet deadlines despite obstacles</li> <li>• Be proactive in improving existing activities and processes</li> </ul>	
<p><b>Change Management</b></p>	<ul style="list-style-type: none"> <li>• Ability to successfully adapt to and work effectively with changing situations</li> <li>• Have experience of working with a variety of different groups/individuals, both voluntary and professional</li> </ul>	
<p><b>Relationship Building</b></p>	<ul style="list-style-type: none"> <li>• Build on and enhance existing relationships with NGB Coaching, Performance and Development staff</li> <li>• Ability to work with club members and other partners in a confident and professional manner</li> <li>• Build on and enhance existing relationships with Active Schools, Pickaquoy Centre management and sports leads within the community</li> <li>• Understand partner needs and keep them updated at all stages of progress</li> </ul>	
<p><b>Additional Requirements</b></p>	<ul style="list-style-type: none"> <li>• Ability to undertake flexible working hours</li> <li>• Ability to attend Junior Training sessions twice per week, plus additional events/sessions as necessary</li> <li>• Satisfactory Disclosure Scotland / PVG check</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of sourcing and securing funding</li> </ul>