



Job Description for the Pitreavie AAC Club Together Officer

Job Title	Pitreavie AAC Club Together Officer
Reports to	Partnership Management Steering Group (Pitreavie AAC, scottishathletics , Fife Council) and on a day to day basis to the Pitreavie AAC Executive Committee
Hours	Minimum of 12 hrs per week up to maximum of 19 (to be agreed with the successful candidate)

Purpose of Job

To work within the club development structure to ensure a vibrant athletics club sits at the centre of sustainable athletics development in the community of West Fife. The role will report to the Club Executive Committee (6 members), the President and Vice President will have overall line management responsibility for the post.

Primary Accountabilities

- Coordinate the delivery of a range of competitive athletics events, both Track and Field and Endurance-based.
- Manage the recruitment and retention of volunteers to assist in the running of the club.
- Work with the Club Executive Committee to identify development priorities and support the delivery of identified objectives through an ongoing club development plan.

Key Performance Areas

Please note that the key performance areas provide an indicative overview of focus areas; the Club Together Officer work plan will be developed in consultation with the Partnership Steering Group to provide a clear direction for the role.

Event Delivery

- Coordinate and deliver key Track and Field events hosted by Pitreavie Amateur Athletics Club, for example the Club Championships and Indoor League; lead or assist in the delivery of endurance-focussed events such as the Forth Road Bridge 10K.
- Identify opportunities for the further development of events as a means of building competitive opportunity, maintaining the profile of the club at local and national level and generating revenue for the club.

Volunteer Development

- Ensure that the club recruits new volunteers; support and retain existing volunteers in various roles e.g. as coaches, officials and in delivery roles within the current sub-groups which are responsible for managing different aspects of the Club (e.g. clubhouse, communications, competition).

Implementation of Club Development Plan

- Work with the club to continuously update and implement a development plan linked to national, regional and local strategies for sport/health improvement/social objectives where appropriate.
- Work with the club's executive committee, various sub groups and partners to ensure the successful delivery of key priorities and projects identified in the club's development plan.

Partnership Working

- Work with the **scottishathletics** National Club Manager and club representatives to ensure development is linked to **scottishathletics** National Strategy.
- Work with LA staff and other stakeholders who can support the club in delivering objectives e.g. Fife Council, Fife Sport & Leisure Trust, tertiary education etc.

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 ensure effective links with local press to increase club profile in community.

The person appointed will be expected to work a minimum of 12 hours per week working towards the key performance areas outlined above. There will be an opportunity, depending on the candidates experience and desire, to work up to a maximum of 19 hours per week. The opportunity for additional hours will be based on delivering coaching sessions – this is desirable however not essential. These additional responsibilities would include as follows:

Athletics Participation

Work within the existing club coaching pathway and with club coaches to:

- support the development and delivery of club initiatives to provide a range of athletics-based classes for children of pre-school and school age;
- develop links and deliver to local cluster primary and secondary schools to create/extend opportunities to participate in athletics through inclusive programmes.