



## **Job Description**

**Job Title** – Central AC Club Together Officer

**Reports to** – Central AC Committee, Scottish Athletics

**Salary** – £6,262 (15 hours per week)

### **Purpose of the job**

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

### **Key Accountabilities**

Responsible for:

#### **Maintain or Increase Participation**

- Aim to maintain full club membership capacity and increase club membership if required.
- Retain circa 80% of members annually, and year on year show an increase in retention.
- Organise, coordinate and deliver programmes and events to promote athletics and recruit young people to the sport in the local area.
- Work with coaches and the athlete development officer, per the athlete development pathway, to plan and implement athlete development programmes through the club to increase athlete enjoyment and improve level of performance.
- Ensure the recruitment of new volunteers as well as supporting and retaining existing volunteers to allow increased capacity and activities within the club.

#### **Implementation of Club Development Plan**

- Work with the club to continuously update and implement the club's development plan and ensure links to the national development strategy.
- Work with the club and partners to ensure the successful delivery of key priorities and projects of the club development plan.
- Identify and secure funding opportunities to assist in the delivery of the club development plan.

## **Partnership Working**

- Work with the **scottish**athletics National Club Manager and club representatives to ensure the club development plan is linked to the National Athletics Strategy and where appropriate represent the club on any local development groups.
- Work with Active Stirling and Clackmannanshire Council to ensure a strong pathway between community programmes and the club, ensuring close links with local schools. Support the transition of athletes from development groups into the main club sessions.
- Work with other stakeholders who can support the club to deliver their plan.
- Work with club coaches, athlete development officer (ADO) and appropriate **scottish**athletics staff to ensure that athletes follow the identified athlete development pathway.

## **Volunteer Development**

- Recruit, sustain, support and develop volunteers in all aspects of the club (coaches, volunteers and officials).
- Specifically target the recruitment and development of volunteers from existing athletes, parents, FE/HE students and S5/S6 pupils.

## **Coaching**

- Recognise that coaches are the club's best asset therefore increase the coaching opportunities throughout the club.
- Work with the club coaches and **scottish**athletics to ensure that coaching is delivered to an appropriate level, in accordance with the identified athlete development pathway, and based around national principles and programmes.
- Ensure coaches working at all levels of the athlete pathway have the appropriate support such as mentors and individualised CPD programmes.

## **Monitoring and Evaluation, Marketing and Communication**

- Record baseline data on club participation/activity.
- 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 the community.

\*Please note that this document provides an indicative overview of key focus areas. The Club Together Officer work plan will be much more focused and will identify and provide a clearer direction for that role as identified by the club.