



Central Athletic Club - Club Together Officer Person Specification

Factor	Essential	Desirable
Qualifications and Attainments	<ul style="list-style-type: none"> • Access to transport • Driving Licence 	<ul style="list-style-type: none"> • Sports related degree/qualification or relevant experience • First aid certificate • UKA Coaching Qualification or equivalent

Experience & knowledge (in an employed or voluntary capacity)	<ul style="list-style-type: none"> • Experience of working within a volunteer club environment • Experience of working effectively with partners • Experience and knowledge of working with volunteers • Knowledge and understanding of issues affecting athletics/sport clubs • Experience of initiating, developing and evaluating projects • Experience of supervising projects and people 	<ul style="list-style-type: none"> • Experience of working in a sports development environment • Knowledge of national sporting/physical activity initiatives & strategies • Knowledge and understanding of sports/athletics development pathways
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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"> • IT skills and experience • Ability to undertake flexible working hours • Satisfactory Disclosure Scotland / PVG Check 	<ul style="list-style-type: none"> • Experience of sourcing and securing funding