

North Ayrshire Athletics Club



Community Development & Engagement Manager

**north ayrshire
athletics club**

Job Description and Person Specification

Job Title – Community Development & Engagement Manager

Reports to - Partnership Management Steering Group

Hours - 35 hours per week

Term - Fixed 1 year (12 months)



Purpose of the Job

Working alongside the charities board and partners, the Community Development & Engagement Manager will provide day-to-day support for the leadership within the club, assisting with the development and implementation of the club's business plan (including the scottishathletics club modernisation resources and expertise) and ultimately moving the club toward a 7-day a week business. A key area of the post will be the management of the club's community transfer asset project.

Key Accountabilities

- Lead and support the implementation of the North Ayrshire Athletics Club development plan and identified areas including asset transfer of community hub
- Work with club officers to adhere to club's financial plan and support as appropriate in relation to development projects
- Secure funding and produce feasibility study and business plan for community hub
- Support the administration of the club within the framework of the board's policies, documented procedures, development/ business plan and approved budgets.
- Work alongside the club volunteers to ensure the continued growth in the club by increasing active participation, retention of athletes and reach into wider community
- Plan and maximise resources and deliver cost effective, efficient support services to the members of the club and wider community.
- Work with under represented groups within the North Ayrshire community to engage them in the wider NAAC family
- Work in partnership with a range of agencies to raise the profile of the athletics club in the local community
- Develop effective working relationships with relevant local and national organisations.
- Any other areas of work as deemed appropriate by the club or steering group.

Partnership Working, Monitoring and Evaluation

- Work with key Partners to deliver all aspects of the project.
- Report progress against club development plan and key performance indicators.
- Ensure effective links with local press to increase club profile in community.
- Completion of scottishathletics, and any other, reporting.

Person Specification

Factor	Essential	Desirable
Qualifications and Attainments	<p>Full UK Driving License</p> <p>Degree in Sports Development or relevant experience</p> <p>Access to transport</p> <p>Experience of managing within a sports club or community organ station</p>	<p>First aid qualification</p> <p>Knowledge of Charity regulation in Scotland</p> <p>Willingness to actively participate in the Scottish athletics Club Leaders Academy</p>
Experience & knowledge (in an employed or voluntary capacity)	<p>IT skills and experience of using Microsoft Office products</p> <p>Experience of working effectively with partners</p> <p>Experience and knowledge of working with volunteers</p> <p>Experience of initiating, developing and evaluating projects</p> <p>Experience of supervising projects and people</p>	<p>Experience of working in a sports development environment</p> <p>Knowledge of national sporting/physical activity initiatives & strategies</p> <p>Knowledge and understanding of athletics development pathways</p> <p>Knowledge and understanding of issues affecting athletics clubs</p>

Competencies – Skills & Knowledge

Leadership	<p>Ability to remain open to ideas</p> <p>Ability to motivate and support others to take action/participate</p> <p>Be able to establish clear goals</p>	
Managing Delivery	<p>Be able to plan and priorities workloads – short and long term</p> <p>Ability to manage resources to ensure work is completed efficiently</p> <p>Be able to achieve goals and meet deadlines despite obstacles.</p> <p>Be proactive in improving existing activities and processes</p>	
Change Management	<p>Be able to successfully adapt to and works effectively with changing situations</p> <p>Have experience of working with a variety of different groups</p>	
Relationship Building	<p>Ability to work with club members and other partners in a manner which gives them confidence in your intentions</p>	

	Understands & meets partner needs, keeping them updated	
Communication & Organisation	<p>Excellent organisational skills</p> <p>Ability to communicate with others in a positive and influential manner</p> <p>Ability to ensure relevant information is communicated to the right people, in the right style, at the right time</p>	
Additional Requirements	<p>Ability to undertake flexible working hours</p> <p>Satisfactory Disclosure Scotland / PVG Check</p>	Experience of sourcing and securing funding