



Person Specification - Harmeny AC Schools to Club Coaching Officer

Factor	Essential	Desirable
Qualifications and Attainments	<ul style="list-style-type: none"> • Level 2 UKA Coaching Qualification or willing to work towards this quickly (Club will help meet costs of coach education if required) 	<ul style="list-style-type: none"> • Sports related degree/qualification or relevant experience • Access to transport • Child Protection training • First aid certificate • Driving Licence
Experience & knowledge (in an employed or voluntary capacity)	<ul style="list-style-type: none"> • Experience of working within a volunteer club environment • Experience of coaching a variety of groups – different age ranges including primary and secondary • Experience of working effectively with partners • Experience and knowledge of working with volunteers • Knowledge and understanding of issues affecting athletics clubs • Experience of initiating, developing and evaluating projects • Experience of supervising projects and people • Knowledge and understanding of sports development pathways (LTAD) 	<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 athletics development pathways

Competencies - Skills & Knowledge	<ul style="list-style-type: none"> • IT skills and experience • Ability to build effective working relationships • Excellent organisational skills • Well developed communication skills • Ability to prioritise competing deadlines and projects 	<ul style="list-style-type: none"> • Leadership
Additional Requirements	<ul style="list-style-type: none"> • Ability to undertake flexible working hours • Satisfactory Disclosure Scotland / PVG Check 	<ul style="list-style-type: none"> • Experience of sourcing and securing funding