



Dundee Hawkhill Harriers Club Development Officer and Community Athletics Coach

Job Description

Reports to	Dundee Hawkhill Harriers Board and scottishathletics
Location	Regional Performance Centre, Dundee
Salary	£8,260 per annum (15 hours per week including regular evening and weekends)
Period	2 years

Purpose of the Job

To support Dundee Hawkhill Harriers in strengthening their club development structures, increasing and retaining their volunteer workforce and increasing club membership numbers by establishing and leading a new club athletics programmes for young athletes.

Key Accountabilities

- Support the Club Board on Club Development including effective governance, development of policies and procedures and the implementation and delivery of a club development plan.
- Support the recruitment, development and retention of club volunteers, coaches and officials.
- Continue to develop an excellent volunteering culture within the club including ensuring parents of young athletes are engaged and given the opportunity to volunteer.
- Co-ordinate, manage and organise new weekly athletics sessions to increase junior club membership.
- Be the lead coach of these new weekly junior athletics for athletes aged 9 year olds plus focusing on the delivery of planned, structured, athlete centered coaching sessions.
- Deliver a coordinated community holiday programme in Easter, Summer and October.
- Support the transition of athletes into the main club coaching programme from Mini Hawks.
- Work with the Club Board to establish two new satellite athletics sections in identified communities and be the lead coach at this activity.
- Attend identified Dundee Schools Athletics events and Dundee Active Schools athletics programmes and ensure a formal link is established to club activity.
- Explore new opportunities for club expansion including recreational running, disability athletics and strengthened links to Universities/Colleges
- Work with key Partners such as: Leisure and Culture Dundee Sports Development, Active Schools, and Regional Performance Centre teams.
- Any other areas of work as deemed appropriate by the club line manager or steering group.



Person Specification

Factor	Essential	Desirable
Qualifications and Attainments	<ul style="list-style-type: none"> Level 2 UKA Coaching Qualification or willing to work to Level 2 within first year 	<ul style="list-style-type: none"> Sports related degree/qualification or relevant experience First aid certificate Driving License Access to transport
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 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 pathway
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 	
Additional Requirements	<ul style="list-style-type: none"> Ability to undertake flexible working hours including regular evenings and weekends Satisfactory Disclosure Scotland / PVG Check 	<ul style="list-style-type: none"> Experience of sourcing and securing funding