



Job Description for Harmeny AC Adult Community Co-ordinator

Key Accountabilities and Performance Areas

- Work with the club's leadership, running group leaders and coaches to develop the club's participation structure in order to be able to welcome a wide range of new members and ensure the club remains inclusive and the structure sustainable
- Recruit people who have recently started running during lockdown, with a view to encouraging them to continue
- Provide opportunities for people to start running (inactive to active) as a means improving their physical and mental health.
- Develop partnerships with local authority and community groups to recruit new members
- Integrate new members into the club structure and retain new members
- Recruit, develop and retain volunteer recreational running leaders
- Responsible for the monitoring and evaluation of the project and reporting progress to partners
- Establish, manage and administer a payroll system for the club.