



**Harmeny
Athletic Club**



Person Specification - Harmeny AC Adult Community Co-ordinator

Factor	Essential	Desirable
Qualifications and Attainments	<ul style="list-style-type: none">• Leader in Running Fitness 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• 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 leading coaching sessions/activity to adults• 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