

Livingston AC Community Athletics Coach

Job Description and Applicant Information

Job Title	Livingston AC Community Athletics Coach
Responsible to	Livingston AC Board of Trustees
Reports to	Livingston AC Chair
Contract Type	1 Year Contract
Salary	£6,760 per annum (10 hours per week incl. regular evenings and weekends)

Background

Livingston Athletic Club is a well-established and successful athletics club based in West Lothian. The club has a membership of over 400 across our club and community programmes, catering for both adults and junior members, at all levels, from age 5 upwards. Livingston AC were the “Sports Club of the Year” at the 2018 West Lothian Celebrating Sport awards, and twice recent nominee for **scottishathletics** “Impact Club of the Year”.

The Role

To meet increased demand, we are looking to recruit another Community Athletics Coach to our coaching team. The Community Athletics Coaches are primarily involved with coaching at our weekly *Run + Jump + Throw* programme and school holiday programme for ages 5-12.

The role will have a significant impact in the future growth and development of the club. Working within our coaching team, the role will assist in creating a thriving development structure within the Club, focusing on the delivery of structured athlete centred coaching, to ensure that a vibrant athletics club sits at the centre of sustainable athletics development within the community of West Lothian.

The successful candidate should have previous experience of coaching young children in a club/community environment, with a UKCC Level 1 sports coaching qualification.

This role is funded through a partnership between Livingston Athletic Club and **scottishathletics** and is part of the **scottishathletics** Club Together programme. Club Together is a fundamental project within Scotland’s National Strategy for athletics, Perform when it Counts, placing a key focus on supporting the development of athletics clubs in the country. Club Together is exactly that - clubs, **scottishathletics** and local partners coming together to deliver once and for all a programme that will make the athletics vision happen.

Key Responsibilities

- **Community Athletics Coach**
 - Coaching at the club's weekly *Run + Jump + Throw* programme for ages 5-12, focusing on the delivery of planned, structured, athlete centered coaching session meeting national guidelines of best practice for age and stage development.
 - Coaching at the club's community holiday programme during the Easter, Summer and October holidays.
 - Support the transition of athletes into the main club sessions.
 - Work with the Club Board to establish satellite athletics clubs within local schools.
 - Attended identified West Lothian Schools athletics events to promote club activity.

- Any other areas of work as deemed appropriate by the club line manager or Club Board.

Candidate Specification

Factor	Essential	Desirable
Qualifications and Attainments	<ul style="list-style-type: none"> UKA Level 1/Coaching Assistant coaching qualification or UKCC Level 1 coaching qualification in another sport, and UKA Coaching Assistant qualification within 3 months of appointment Holder of a current, full UK driving licence and use of a vehicle 	<ul style="list-style-type: none"> First aid certificate (within 3 months of appointment) UKA Level 2/Athletics Coach coaching qualification (within 12 months of appointment)
Work and Other Experience	<ul style="list-style-type: none"> Experience of coaching young children within a club environment Experience of working in a team Knowledge and understanding of sports development pathways Experience of working effectively with partners Ability to delivery sessions to groups of varying ability and age 	<ul style="list-style-type: none"> Experience in promoting the role of sport and physical activity as a contributor to wider social outcomes Experience of supervising staff/coaches
Competencies and Skills	<p>Leadership</p> <ul style="list-style-type: none"> Ability to remain open to ideas Ability to motivate and support others to take action/participate Be able to establish clear goals <p>Managing Delivery</p> <ul style="list-style-type: none"> Be able to plan and prioritise workloads – short and long term Ability to manage resources to ensure work is completed efficiently Be able to achieve goals and meet deadlines despite obstacles. Be proactive in improving existing activities and processes <p>Change Management</p> <ul style="list-style-type: none"> Be able to successfully adapt to and works effectively with changing situations Have experience of working with a variety of different groups <p>Relationship Building</p> <ul style="list-style-type: none"> Ability to work with club members and other partners in a manner which gives them confidence in your intentions Understands & meets partner needs Keeps partners updated <p>Communication & Organisation</p> <ul style="list-style-type: none"> Excellent organisational skills Ability to communicate with others in a positive and influential manner Ability to ensure relevant information is communicated to the right people, in the right style, at the right time <p>Additional Requirements</p> <ul style="list-style-type: none"> Ability to undertake flexible working hours including regular evenings and weekends Satisfactory Disclosure Scotland / PVG Check (Application to Join PVG Scheme or Scheme Update will be completed by Livingston AC) 	

Conditions of Employment

The successful candidate will be based in the West Lothian area, primarily at the club's base at Craigswood Sports Centre. Attendance at other sporting facilities and schools in West Lothian will also be required on occasion, and occasional travel will also be required to other areas for meetings.

Salary

The salary offered for the post will be £6,760 per annum.

Hours of Work

The person appointed will be expected to work for 10 hours a week including regular evenings and weekends. The training club sessions are currently Monday, Wednesday and Friday evenings, and Saturday mornings. There are also monthly Sunday events during the summer season.

Pension

Livingston AC s operates a qualifying group pension scheme for auto-enrolment purposes and will match the successful candidates' contribution up to a maximum of 6% of salary, including the legal minimum contributions required.

Annual Leave and Public Holidays

The annual leave entitlement for this post is 56 hours, including public holiday entitlement. Annual leave may be taken by prior arrangement with the line manager.

Probationary Period

This post carries a six month probationary period before appointment is confirmed.

Notice

This post carries a one month period to terminate employment after the satisfactory completion of the probationary period.

Application Process

Applications should be made by submitting a covering letter (addressing how the applicant's skills and expertise fit with the job roles and person specification) and CV, to Alistair Dalglish, Livingston AC Chair, at alistair@livingstonac.com

The closing date for applications is 5.00 pm on Monday 13 December 2021.

Applications received after the closing date will not be considered.

Any offer of employment would be subject to a satisfactory PVG check and references.

Livingston Athletic Club is an equal opportunities organisation.