

Livingston AC Club Development and Business Officer

Job Description and Applicant Information

Job Title	Livingston AC Club Development and Business Officer
Responsible to	Livingston AC Board of Trustees
Reports to	Livingston AC Chair
Contract Type	Negotiable - 6 months to 2 years
Hours	Negotiable - 20 to 30 hours per week (incl. regular evenings and weekends)
Pay Rate	£13.00 to £15.00 per hour depending on experience

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

The Club Development and Business Officer role will have a significant impact in the future growth and development of the club. Working with the Club's Board of Trustees, 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.

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

- **Club Business and Development**

- Work with the Club Board to support the implementation of a new three-year club business/development plan.
- Work with the Club Board to recruit new trustees with relevant professional experience, and restructure the Board of Trustees to the intended purpose of governance and oversight, rather than day-to-day management.
- Work with the Club Board and other staff to recruit, retain, reward and develop club volunteers.
- Support the introduction of new members and parents via parent's evenings, with a focus on engaging parents in a strong volunteering culture.
- Assist with raising the profile of the athletics club in the local community, via local press and social media.
- Support the Club Event Team with event planning and delivery, and with the recruitment, retention and reward of technical officials.
- Working with the Club Fundraising Officer, identify and secure appropriate grant funding opportunities.
- Introduce a new young athlete reward programme to promote and encourage competition attendance.
- Provide regular monitoring reports and case studies to demonstrate delivery against development plan and agreed performance indicators.
- Support the Club Board with minute taking and other administrative tasks as required.
- Maintain accounting and finance records, and provide financial reports to the Club Board.
- Support the Club Welfare Team with the management of PVG and UKA license renewals for coaches and technical officials.
- Record and monitor baseline data on participation and activity.
- Work with the Club Board to establish satellite athletics clubs within local schools.
- Attend, or recruit others to attend, identified West Lothian Schools athletics events to promote club activity.

- **Recreational Running**

- Plan, coordinate and ensure effective implementation of new jogging groups in targeted communities, focusing on getting the inactive active.
- Develop local partnerships, to help identify target communities, identify potential jog leaders and promote Livingston AC's jogging groups.
- Responsible for the recruitment, development and deployment of Jog Leaders to deliver the new jogging groups.
- Advertise and promote Livingston AC's jogging groups to raise awareness and increase participation in each of the groups.

- 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"> Sports or Business/Finance related qualification or relevant experience Holder of a current, full UK driving licence and use of a vehicle 	<ul style="list-style-type: none"> Sports or Business/Finance related degree
Work and Other Experience	<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 	<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 sports development pathways (LTAD) Experience of sourcing and securing funding
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"> IT skills and experience 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 £13.00 to £15.00 per hour depending on the applicant's previous experience.

Hours of Work

The person appointed will be expected to work for 20 to 30 hours a week, to be agreed, 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 112 to 168 hours, depending on the agreed working 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 16 May 2022.

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.