



## Falkirk Victoria Harriers Club Development Officer

### Job Description

<b>Reports to</b>	scottishathletics
<b>Location</b>	Falkirk Victoria Harriers Athletics Club, Thornhill Rd, Falkirk FK2 7AE
<b>Salary</b>	£8,697.00 per annum (15 hours per week)
<b>Period</b>	3 years

#### **Purpose of the Job**

To support Falkirk Victoria 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 recruitment, development and retention of club volunteers, coaches and officials.
- Increase participation of club members including increasing number of competitive athletes across all age groups and disciplines.
- Support the existing coaches and volunteers assisting in their development.
- Co-ordinate, manage and organise new weekly Run, Jump and Throw athletics sessions to increase junior club membership.
- Deliver a coordinated community holiday programme in Easter, Summer and October.
- Support the transition of Run, Jump and Throw athletes into the main club coaching programme.
- Liaise with facility management regarding improvement of athletics facilities
- Support the Club Board to source additional revenue and finance streams to support community focused projects
- Work with key Partners such i.e. Falkirk Active Schools Team
- Any other areas of work as deemed appropriate by the club line manager or steering group.

## Person Specification

Factor	Essential	Desirable
<b>Qualifications and Attainments</b>	<ul style="list-style-type: none"> <li>• Sports related degree/qualification or relevant experience</li> </ul>	<ul style="list-style-type: none"> <li>• UK Athletics Coach (Level 2) Qualification or willing to work to Level 2 within first year</li> <li>• First aid certificate</li> <li>• Driving License</li> <li>• Access to transport</li> </ul>
<b>Experience &amp; knowledge (in an employed or voluntary capacity)</b>	<ul style="list-style-type: none"> <li>• Experience of working within a volunteer club environment</li> <li>• Experience of working effectively with partners</li> <li>• Knowledge and understanding of issues affecting athletics clubs</li> <li>• Experience of initiating, developing, and evaluating projects</li> <li>• Experience of supervising projects and people</li> <li>• Knowledge and understanding of sports development pathways (LTAD)</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a sports development environment</li> <li>• Knowledge of national sporting/physical activity initiatives &amp; strategies</li> <li>• Knowledge and understanding of athletics development pathway</li> </ul>
<b>Competencies - Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• IT skills and experience</li> <li>• Ability to build effective working relationships</li> <li>• Excellent organisational skills</li> <li>• Well-developed communication skills</li> <li>• Ability to prioritise competing deadlines and projects</li> </ul>	
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>• Ability to undertake flexible working hours including regular evenings and weekends</li> <li>• Satisfactory Disclosure Scotland / PVG Check</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of sourcing and securing funding</li> </ul>