

## Dunfermline Track and Field Club Development Officer Job Description and Personal Specification

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| <b>Job Title</b>  | Club Development Officer  |
| <b>Reports to</b> | Dunfermline Track and Field club committee and <b>scottishathletics</b> |
| <b>Location</b>   | Pitreavie Athletics Centre / Lochleven High School (Kinross)            |
| <b>Salary</b>     | £7353 per annum (14 hours per week, including evenings/weekends)        |
| <b>Period</b>     | 29 month contract   |

### Purpose of the Job

To support the club in increasing membership numbers by establishing and leading three new regular club sessions. Strengthen the club infrastructure and volunteer capacity – especially supporting the recruitment of new parent helpers, coaches and young leaders.

### Key Accountabilities and Performance Areas

Responsible for:

- Develop, organise and coach at two weekly Run, Jump and Throw Centres at Pitreavie Athletics Centre and one Satellite Centre in Kinross linked to Dunfermline Track and Field Club;
- Develop, organise and coach at holiday camps at Pitreavie Athletics Centre and Kinross;
- Introduce and encourage athletes within these centres to take part in appropriate competition throughout the year;
- Recruit and retain parent helpers to assist within the three weekly centres and main club sessions;
- Working alongside the club committee to ensure the continued growth in the club by increasing active participation and retention of athletes;
- Liaise with club coaches to identify when athletes can progress to main club sessions;
- Pathways - Link Active Schools programmes and schools events to the satellite schools sections/club;
- Support the club in increasing its sustainability mainly through volunteer recruitment;
- Establish clear links with Fife Sport and Leisure Trust, Live Active, Fife Council, **scottishathletics**, and any other relevant partner including attendance at regular steering group meetings;
- Responsible for the monitoring and evaluation of the project and reporting progress to partners.
- Any other areas of work as deemed appropriate by the club line manager or steering group.

## Dunfermline Track and Field Club Development Officer Personal Specification

| Factor                                | Essential  | Desirable   |
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| <b>Qualifications and Attainments</b> | <ul style="list-style-type: none"> <li>Level 2 UKA Coaching Qualification or willing to work to Level 2 within first year</li> </ul> | <ul style="list-style-type: none"> <li>Sports related degree/qualification or relevant experience</li> <li>First aid certificate</li> <li>Driving License</li> <li>Access to transport</li> </ul> |

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| <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> |
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### Competencies – Skills & Knowledge

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| <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> | <ul style="list-style-type: none"> <li>Leadership</li> </ul>                                  |
| <b>Additional Requirements</b>               | <ul style="list-style-type: none"> <li>Ability to undertake flexible working hours</li> <li>Satisfactory Disclosure Scotland / PVG Check</li> </ul>  | <ul style="list-style-type: none"> <li>Experience of sourcing and securing funding</li> </ul> |