



**fife athletic club**

[www.fifeac.org](http://www.fifeac.org)



## **Fife AC Community Athletics Coordinator and Coach Job Description**

### **Purpose of the Job**

To support Fife AC in increasing membership numbers by establishing and leading a new community athletics programme for athletes aged 9 to 15 years old.

### **Key Accountabilities**

- Co-ordinate, manage and organise a new Fife AC community athletics programme in Glenrothes for athletes aged 9 to 15 years.
- Be the lead coach of the new Fife AC community athletics programme for athletes aged 9 -15 years focusing on the delivery of planned, structured, inclusive athlete centered coaching sessions meeting national guidelines of best practice for age and stage development.
- Work with a range of local and national partners to promote the Fife AC and Fife Sport Leisure Trust community athletics sessions.
- Work with the Club Board and partners to establish a further one - two new satellite athletics sections in identified communities and be the lead coach at this activity.
- Deliver a coordinated community holiday programme in Easter, Summer and October.
- Support assistant coaches and helpers of the Fife Sport & Leisure Trust Run, Jump and Throw programme.
- Support transition of athletes from the Fife Sport & Leisure Trust Run, Jump and Throw programme into the Fife AC programme.
- Any other areas of work as deemed appropriate by the club line manager or steering group.

**Fife AC Community Athletics Coordinator and Coach  
Person Specification**

Factor	Essential	Desirable
<b>Qualifications and Attainments</b>	<ul style="list-style-type: none"> <li>• Level 2 UKA Coaching Qualification or willing to work towards this quickly (Club will help meet costs of coach education if required)</li> </ul>	<ul style="list-style-type: none"> <li>• Access to transport</li> <li>• Child Protection training</li> <li>• First aid certificate</li> <li>• Driving Licence</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 sports club environment</li> <li>• Experience of coaching a variety of groups – different age ranges including primary and secondary</li> <li>• Experience and knowledge of working with volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of athletics development pathways</li> <li>• Knowledge and understanding of sports development pathways (LTAD)</li> <li>• Experience of working effectively with partners</li> </ul>
<b>Competencies - Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to build effective working relationships</li> <li>• Excellent organisational skills</li> <li>• Well-developed communication skills and ability to interact effectively with children</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership</li> <li>• IT skills and experience</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</li> <li>• Ability to work independently</li> <li>• Satisfactory Disclosure Scotland / PVG Check</li> </ul>	