

## **Ayr Seaforth Athletic Club (AC) Development Officer**

### **Job Description and Person Specification**

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

To lead Ayr Seaforth Athletic Club's efforts in expanding athletic participation to local areas where membership has traditionally been low, particularly in the north of the Ayr. This mainly includes young people who attend Ayr Academy and its associated cluster Primary Schools. In addition to increasing new athlete numbers, the successful job holder will aim to help increase the number of volunteers required to support the Club's growth as the club continues to settle into their new base at the Riverside Sports Arena, Ayr.

#### **Key Accountabilities**

Responsible for:

- Identifying and recruiting a number of volunteers for both coaching and non-coaching roles within the Club with particular emphasis on volunteers from the Ayr North area
- Ensuring that training and mentoring support is provided to support volunteer's integration to the Club
- Identifying opportunities to support the Club's expansion and membership growth within Ayr North
- Working closely with schools in the Ayr North area to provide a smooth pathway from school to Club
- Delivering athletics sessions and events such as the School of Sport programme at Ayr Academy and the associated cluster Primary Schools
- Building links and working in partnership with relevant local groups and organisations (e.g. Active Schools, Ayr Academy, Community Sport Hubs) to build the Club's community engagement
- Identifying ways to support the Club's growth
- Assisting with the co-ordination of recruitment events and induction sessions for new members and volunteers
- Promoting Ayr Seaforth AC

## Ayr Seaforth Athletic Club Development Officer Person Specification

Factor	Essential	Desirable
<b>Qualifications and Attainments</b>	<ul style="list-style-type: none"> <li>• Athletics Coach (level 2) or relevant experience</li> </ul>	<ul style="list-style-type: none"> <li>• Sports related degree/qualification or relevant experience</li> <li>• First aid certificate</li> </ul>

<b>Experience &amp; knowledge (in an employed or voluntary capacity)</b>	<ul style="list-style-type: none"> <li>• Experience of working with young people in a sport/physical activity environment</li> <li>• Knowledge and understanding of issues affecting athletics clubs</li> <li>• Knowledge and understanding of athletics development pathways</li> <li>• Knowledge and understanding of child safeguarding in sport</li> <li>• Experience of working within a volunteer environment</li> <li>• Experience of working effectively with partners</li> <li>• Experience of initiating, developing and evaluating projects</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 sports development pathways (LTAD)</li> </ul>
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### Competencies – Skills & Knowledge

<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Ability to remain open to ideas</li> <li>• Ability to motivate and support others to take action/participate</li> <li>• Be able to establish clear goals</li> </ul>	
<b>Managing Delivery</b>	<ul style="list-style-type: none"> <li>• Be able to plan and prioritise workloads – short and long term</li> <li>• Ability to manage resources to ensure work is completed efficiently</li> <li>• Be able to achieve goals and meet deadlines despite obstacles</li> <li>• Be proactive in improving existing activities and processes</li> </ul>	
<b>Change Management</b>	<ul style="list-style-type: none"> <li>• Be able to successfully adapt to and works effectively with changing situations</li> <li>• Have experience of working with a variety of different groups</li> </ul>	
<b>Relationship Building</b>	<ul style="list-style-type: none"> <li>• Ability to work with club members and other partners in a manner which gives them confidence in your intentions</li> <li>• Understands &amp; meets partner needs</li> <li>• Keeps partners updated</li> </ul>	
<b>Communication &amp; Organisation</b>	<ul style="list-style-type: none"> <li>• Excellent organisational skills</li> <li>• Ability to communicate with others in a positive and influential manner</li> <li>• Ability to ensure relevant information is communicated to the right people, in the right style, at the right time</li> </ul>	
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>• IT skills and experience</li> <li>• Ability to undertake flexible working hours</li> <li>• Satisfactory Disclosure Scotland / PVG Check</li> </ul>	