



Pitreavie AAC Community Athletics Coordinator and Coach Job Description and Person Specification

| | |
|-------------------|------------------------------------------------------------------------------|
| Job Title | Pitreavie AAC Community Athletics Coordinator and Coach |
| Reports to | Pitreavie AAC Board and scottishathletics |
| Location | Pitreavie Athletics Centre |
| Salary | £14,666 per annum (22 hours per week including regular evening and weekends) |
| Period | 3 years |

Purpose of the Job

To support Pitreavie AAC in increasing membership numbers by leading the established community athletics programme for athletes aged 3 to 12 years old.

Key Accountabilities

- Co-ordinate, manage and organise a community athletics programme - Pitreavie AAC Run, Jump and Throw programme.
- Be the lead coach of Pitreavie AAC Run, Jump and Throw programme for athletes aged 5 -12 year olds, focusing on the delivery of planned, structured, athlete centered coaching sessions meeting national guidelines of best practice for age and stage development.
- Co-ordinate, manage and organise three satellite athletics sections in identified communities and be the lead coach at this activity.
- Deliver a coordinated community holiday programme.
- Lead a pre school athletics class for 3 – 5 year olds.
- Support assistant coaches and helpers of the Pitreavie AAC Run, Jump and Throw programme.
- Support the transition of athletes into the main club coaching programme.
- Attend identified Schools Athletics events, Active Schools athletics programmes and deliver taster/promotional sessions
- In partnership with the club treasurer monitor income and expenditure across the community programme.
- Any other areas of work as deemed appropriate by the club line manager or steering group.

Pitreavie AAC Community Athletics Coordinator and Coach Person Specification

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

| | | |
|------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Experience & knowledge (in an employed or voluntary capacity) | <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 Knowledge and understanding of sports development pathways (LTAD) | <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 athletics development pathway |
|------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Competencies – Skills & Knowledge

| | | |
|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| Competencies - Skills & Knowledge | <ul style="list-style-type: none"> IT skills and experience Ability to build effective working relationships Excellent organisational skills Well developed communication skills Ability to prioritise competing deadlines and projects | <ul style="list-style-type: none"> Leadership |
| Additional Requirements | <ul style="list-style-type: none"> Ability to undertake flexible working hours including regular evenings and weekends Satisfactory Disclosure Scotland / PVG Check | <ul style="list-style-type: none"> Experience of sourcing and securing funding |