

The Role and Responsibilities of the National Field & Combined Events Manager

Responsible to: The Head of Performance

Responsible for: The effective management and delivery of agreed **scottishathletics** Field & Combined Events projects.

Key tasks will include:

- Supporting the Head of Performance to lead the continued evolution of athletics in Scotland by contributing to and influencing the development of world class athletes, coaches and training environments.
- With support from the Head of Performance, providing effective leadership and expertise around Field & Combined Events in Scotland.
- Providing performance management support to identified athlete and coach teams within the performance pathway programmes (i.e., National Athletics Academy and Performance Foundations), recognising the pivotal role played by all members of an athlete's 'team'.
- Supporting the delivery of the 4J Studios National Athletics Academy programme and other Talent Pathway activities.
- In agreement with the Head of Performance, leading, planning and delivering the Field & Combined Events Projects, this will primarily focus on the following 3 strands:
 - Coach development
 - Athlete development
 - Competition development
- Developing networks for Field & Combined Events coaches (covering each event area).
- Coordinating the development of appropriate resources which support the delivery of the Field & Combined Events Projects throughout the pathway.
- Ensuring appropriate sport science is developed and coordinated with the **sportscotland** Institute of Sport to support the Field & Combined Events Project.
- Working with the communications team to raise the profile of Field & Combined Events in the **scottishathletics** community.
- Ability to travel nationally and overseas to lead and support Scottish and GB teams at competitions and preparation camps.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation and performance environments.

Candidate Specification

FACTORS	ESSENTIAL	DESIRABLE
<p>Qualifications and attainments</p>	<p>Evidence of continuous professional development</p> <p>Event Coach Athletics Qualification (or UK Level 2)</p> <p>Holder of a current, full UK driving license and use of a vehicle</p>	<p>Educated to degree level or equivalent</p> <p>Sports coaching qualification – Event Group Coach</p>
<p>Work and other experience</p>	<p>Strong knowledge of Scottish sporting landscape</p> <p>Strong understanding of athletics and performance sport</p> <p>Experience of managing logistics efficiently and effectively</p> <p>Experience of successfully developing and maintaining effective relationships with partners, sports clubs, coaches and athletes</p> <p>Experience of coaching and/or supporting the development of performance athletes</p> <p>Understanding of club, coach and athlete development pathways</p> <p>Evidence of leading, planning and delivering projects with multiple objectives</p> <p>Knowledge of the wider aspects of the national strategy for scottishathletics</p>	<p>Evidence of successfully recruiting, developing and empowering volunteers</p>
<p>Skills and personal qualities</p>	<p>Excellent interpersonal and relationship building skills</p> <p>Ability to motivate, support, and develop volunteers</p> <p>Self-disciplined with ability to work effectively remotely</p> <p>Well organised with a</p>	<p>Strong influencing skills</p> <p>Innovative and forward-thinking with a positive attitude</p> <p>Ability to recognise gaps and create programmes / projects that meet these needs and further develop the sport</p>

	<p>proven track record of delivering under pressure</p> <p>Ability to lead, plan, manage and deliver multiple projects successfully</p> <p>Respectful, trustworthy, enthusiastic and hard-working with a proven track record of achievement</p> <p>A team player with ability to work with and motivate others</p> <p>Commitment to personal development and a willingness to learn from others</p> <p>Ability to work flexible hours</p>	
--	---	--

Application Process

Applicants should apply by submitting the application form, covering letter (addressing how the applicant's skills and expertise fit with the job role and candidate specification) and equal opportunities form, to hr@scottishathletics.org.uk

The closing date for applications is **noon on Thursday 1st June 2023** with interviews taking place week commencing 5th June 2023.

Incomplete applications and those received after the closing date will not be considered.

Any offer of employment would be subject to a satisfactory PVG check and references.

scottishathletics is an equal opportunities employer.