



## **Victoria Park City of Glasgow AC Coach Coordinator**

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

#### **Job Description**

The Coach Coordinator will provide support to the Club Board and members through assuming the following responsibilities:

- Lead event group coach for the club in sprints, hurdles and jumps
- Coordinate the club coaching team to ensure quality, structured, progressive athletics training is provided.
- Support the development and education of new and existing coaches.
- Oversee the planning and delivery of the club's Run, Jump and Throw programme and holiday programmes.
- Support the recruitment, development and retention of club volunteers and coaches.
- Continue to develop an excellent volunteering culture within the club including ensuring parents of young athletes are engaged and given the opportunity to volunteer.
- Any other areas of work as deemed appropriate by the club line manager or steering group.

## Victoria Park City of Glasgow AC Coach Coordinator

### Person Specification

Factor	Essential	Desirable
<b>Qualifications and Attainments</b>	<ul style="list-style-type: none"> <li>• Athletics Event Group Coach/Level 3 UKA Coaching Qualification (or UKA Athletics Coach/Level 2 with relevant experience and willingness to progress coach education qualifications)</li> </ul>	<ul style="list-style-type: none"> <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 volunteer 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> <li>• Knowledge and understanding of athletics development pathways</li> <li>• Knowledge and understanding of sports development pathways (LTAD)</li> </ul>	<ul style="list-style-type: none"> <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</li> <li>• IT skills and experience</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership</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>• Satisfactory Disclosure Scotland / PVG Check</li> </ul>	