

Shetland Amateur Athletics Club – Project Officer

Job Description and Person Specification

Job Title	Shetland Amateur Athletics Club - Project Officer
Reports to	Shetland Amateur Athletics Club Committee and scottishathletics
Salary	£11,503 per annum (£15.80 per hour)
Period	13 Months

Purpose of the Job

Manage the day-to-day development of the club and grow the club's engagement with external partners, regenerating athletics in Shetland.

Key Accountabilities

- Recruitment of volunteer coaches and coordination of coach education to qualify volunteers at Assistant Coach and Club Coach levels
- Coordination of CPD for existing coaches
- Recruitment of officials and coordination of official education
- Coordinate a programme of integration for new coaches and officials
- Establish links with all primary and secondary schools across Shetland
- To coordinate and link to activities that will build a programme of school/club joint working towards participation in SSAA events
- Source resources appropriate to all PE staff to enable athletics delivery and coordinate the provision of resources to all PE staff in collaboration with Active Schools
- Create and maintain a database with all coach and official details
- Actively promote athletics across all areas of Shetland, focussing on Run, Jump, Throw activities
- Project monitoring activities and reporting for evaluation purposes
- Maintain knowledge of best practice and imbed into Club policies/procedures
- Partnership working with Ability Shetland to develop and promote inclusive athletics events
- Collaborative working with third sector organisations, Shetland Islands Council and NHS Shetland
- Identification of opportunities available through the Shetland Sports Hub
- Identification of funding to ensure sustainability of rolling programmes of recruitment and training following the completion of the project

Shetland Amateur Athletics Club – Project Officer Person Specification

Factor	Essential	Desirable
Qualifications and Attainments	<ul style="list-style-type: none"> • HND Level qualification or relevant experience 	<ul style="list-style-type: none"> • Experience of working on projects • Experience of sports development • Access to transport • First aid certificate • Driving Licence
Experience & knowledge	<ul style="list-style-type: none"> • Experience of working within a volunteer club environment • Experience of working effectively with partners • Experience and knowledge of working with volunteers • Knowledge and understanding of issues affecting athletics clubs • Experience of initiating, developing and evaluating projects • Experience of supervising projects and people • Experience of volunteering or supporting volunteers 	<ul style="list-style-type: none"> • Experience of working in a sports development environment • Knowledge of local and national sporting/physical activity initiatives & strategies • Knowledge and understanding of athletics development pathways • Experience of leading coaching sessions/activity to adults
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 • Ability to recognise and develop inclusive provision 	<ul style="list-style-type: none"> • Leadership
Leadership	<p>Ability to:</p> <ul style="list-style-type: none"> • Motivate and support others to take action / participate • Establish clear goals • Be open to ideas 	
Managing Delivery	<p>Ability to:</p> <ul style="list-style-type: none"> • Plan and prioritise workloads – short and long term • Manage resources to ensure work is completed efficiently and deadlines / requirements are met despite obstacles. 	

Additional Requirements	<ul style="list-style-type: none">• Ability to undertake flexible working hours	<ul style="list-style-type: none">• Experience of sourcing and securing funding
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