



## **Forth Valley Flyers Club and Coach Coordinator**

### **Job Description**

Job Title: Club and Coach Coordinator

Contract Length: 2 years

Hours: 6.5 per week

Salary: £4,056 per annum

Reports to: Forth Valley Flyers Committee and **scottishathletics**

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

To support Forth Valley Flyers in strengthening their club development structures, increasing and retaining their volunteer workforce and increasing club membership numbers by leading and coordinating club training to develop athletes to the best of their ability.

#### **Key Accountabilities**

- Be the lead coach of the weekly club training session Friday between 5:45-7:30 at Grangemouth Stadium focusing on the delivery of planned, structured, athlete centered coaching sessions.
- Work towards expanding club sessions to include a Tuesday night (or other night to suit) between 5:15-7:15.
- Be the clubs lead welfare officer with support from other volunteers.
- Coordinate coaching schedules and ensure the effective delivery of training sessions.
- Co-ordinate, manage and organise coaches' meetings to evaluate coaching structure for club.
- Support the recruitment, development and retention of club volunteers, coaches, and officials.
- Support the Club Board with club development and explore new opportunities for club expansion.
- Work with key Partners across the Forth valley.
- Actively engage with athletes, their families, and the broader community to promote the club's mission and values.
- Any other areas of work as deemed appropriate by the club line manager or steering group.

### Person Specification

Factor	Essential	Desirable
<b>Qualifications and Attainments</b>	<ul style="list-style-type: none"> <li>• Athletics Coach (Level 2) UKA Coaching Qualification or willing to work to Athletics Coach imminently.</li> <li>• First aid certificate</li> </ul>	<ul style="list-style-type: none"> <li>• Driving License</li> <li>• Access to transport</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 working effectively with partners.</li> <li>• Knowledge and understanding of disability athletics and coaching or willing to learn about disability athletics.</li> <li>• Experience of coaching coordination.</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 athletics development pathway</li> </ul>
<b>Competencies - Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• IT skills and experience</li> <li>• Ability to build effective working relationships</li> <li>• Excellent organisational and time keeping skills</li> <li>• Well-developed communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to prioritise competing deadlines and projects</li> <li>• Ability to work with club board, members and other partners</li> </ul>
<b>Leadership</b>	<p>Ability to:</p> <ul style="list-style-type: none"> <li>• Motivate and support others to take action / participate</li> <li>• Establish clear goals</li> <li>• Be open to ideas</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in a leadership role whether voluntary or employed</li> </ul>

<b>Additional Requirements</b>	<ul style="list-style-type: none"><li>• Ability to undertake flexible working hours including regular evenings and occasional weekends to manage and support our athletes at competition.</li></ul>	<ul style="list-style-type: none"><li>• Experience of sourcing and securing funding</li></ul>
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