



## Dundee Hawkhill Harriers Club Development Officer

### Job Description

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

To support Dundee Hawkhill Harriers in strengthening club development structures, increasing and retaining volunteer workforce and increasing club membership numbers.

#### **Key Accountabilities**

- Support the Club Board of Trustees on Club Development including effective governance, development of policies and procedures and the implementation and delivery of a club development plan.
- Lead the effective administration of the club including: being a point of contact for club queries, facility bookings, invoicing, club travel, and providing membership secretary and secretary assistance.
- Attend Club Board of Trustees meetings.
- Assist in the Completion of Annual Charity Report and the Scottish Athletics Annual Affiliation.
- Assist the club Welfare Officer, including the processing of PVG's, leading on safeguarding in the club and safe recruitment.
- Support the recruitment, development and retention of club volunteers, coaches and officials ensuring there is an excellent volunteering culture within the club
- Organise holiday camps for club athletes.
- Support the transition of athletes into the main club coaching programme from Mini Hawks.
- Attend identified Dundee Schools Athletics events and Dundee Active Schools athletics programmes and ensure a formal link is established to club activity.
- Explore new opportunities for club expansion including recreational running, disability athletics and strengthened links to Universities/Colleges
- Work with key Partners such as: Leisure and Culture Dundee Sports Development, Active Schools, Caird Park Community Sports Hub and Regional Performance Centre teams.
- Any other areas of work as deemed appropriate by the club line manager or Trustees.



## Person Specification

| Factor   | Essential   | Desirable  |
|--|---|--|
| <b>Qualifications and Attainments</b>                                    |   | <ul style="list-style-type: none"> <li>• Sports related degree/qualification or relevant experience</li> <li>• First aid certificate</li> <li>• Driving License</li> <li>• Access to transport</li> <li>• Athletics Coach or Athletics Coaching Assistant qualification (or willing to work towards this within first year)</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 issues affecting athletics clubs</li> <li>• Experience of initiating, developing, and evaluating projects</li> <li>• Experience of supervising projects and people</li> <li>• Knowledge and understanding of sports development pathways</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 (word, excel) and experience</li> <li>• Ability to build effective working relationships</li> <li>• Excellent organisational skills</li> <li>• Well-developed communication skills</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 including regular evenings and weekends</li> </ul>   | <ul style="list-style-type: none"> <li>• Experience of sourcing and securing funding</li> </ul>  |