

## Helensburgh AAC Club Together Officer

### Job Description and Person Specification

**Job Title:** Helensburgh AAC Club Together Officer

**Reports to:** Partnership Management Steering Group (Helensburgh AAC Committee and Scottish Athletics)

**Salary:** £3,744 (£12 per hour)

**Hours:** 6 hours (per week)

**Period:** 2 years

**Purpose of the Job:**

To support the Helensburgh AAC Committee to deliver the strategy for the club to be an integral part of the local community. To build and create a thriving Athletics Club in the town of Helensburgh that is focussed on creating an environment for junior and senior athletes to develop their active participation in the sport of athletics.

**Key Accountabilities:**

1. Work with all representatives of the club to deliver the mission, strategy and plan.
2. Work with Scottish Athletics, Argyll and Bute Local Authority and other organisations to deliver the strategy and enhance/promote the sport of athletics in the local area.
3. Work with Scottish Athletics National Club Manager to ensure Helensburgh AAC is delivering against the Club' strategy and plan and links to the Scottish Athletics National Strategy.
4. Aim to increase and retain the membership of the club with a focussed growth of 20% in membership per annum.
5. Work with Junior Section Coaches and Senior Section Run Leaders for the delivery of administrative support, including race entry coordination and booking of venues and other administrative tasks for the delivery of training sessions and attending competitions. Responding to potential new members and maintaining the Junior Section Waiting List.
6. Work with the Helensburgh AAC Committee to ensure there is a clear coaching programme and pathway available that supports the development of both Sections of the club and advertise opportunities and coordinate attendance by volunteers on training courses, including first aid courses etc and record and maintain appropriate electronic records.
7. Provide administrative support to the Helensburgh AAC Committee in particular direct support to the Club Secretary, Membership Secretary, President and Junior Section Head Coach.

8. Record all data on appropriate IT system and provide timely and accurate reports to the Helensburgh AAC Committee as required.
9. Provide other reasonable support to the Helensburgh AAC Committee and Junior and Senior Sections as appropriate. Attend the monthly Helensburgh AAC Committee and deliver a monthly progress update to the committee.
10. Prepare marketing and promotional material and ensure that all media and social media outlets are fully utilised to expand the profile of the club in the local area. Oversee the online maintenance and update of the Helensburgh AAC Website. Monitor and administer the Junior Section Team App and provide timely updates.

**Authority and Accountability:**

On behalf of the Helensburgh AAC Committee the job holder has delegated authority for delivering on all defined aspects of the Principle Tasks outlined above.

**Additional Job Role Requirements:**

**Health and Safety**

The job role holder must be familiar with and adhere to all Health and Safety Regulations and procedures and complete all relevant training for their role.

**Diversity and Inclusion**

The job holder must be familiar with, and adhere to, the Helensburgh AAC and Scottish Athletics Diversity and Inclusion policies and complete all relevant mandatory training. All volunteers, club members and staff must be treated with respect and be able to work and attend voluntary club activities in an environment which promotes inclusion and dignity.

**Learning and Development**

The job holder is responsible for ensuring their training needs are identified, are agreed with their POC at Scottish Athletics and authorised by Helensburgh AAC Committee and reviewed throughout the year.

**Review**

The role should be regarded as flexible and therefore subject to change to meet business needs and priorities of Helensburgh AAC and Scottish Athletics.

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### Person Specification

Factor	Essential	Desirable
<b>Qualifications and Attainments</b>	<ul style="list-style-type: none"> <li>• Relevant experience</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working on projects</li> <li>• Experience of sports development</li> <li>• Access to transport</li> <li>• First aid certificate</li> <li>• Driving Licence</li> </ul>
<b>Experience &amp; knowledge</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>• Experience and knowledge of working with volunteers</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>• Experience of volunteering or supporting volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a sports development environment</li> <li>• Knowledge of local and national sporting/physical activity initiatives &amp; strategies</li> <li>• Knowledge and understanding of athletics development pathways</li> <li>• Experience of leading coaching sessions/activity to adults</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 skills</li> <li>• Well-developed communication skills</li> <li>• Ability to prioritise competing deadlines and projects</li> <li>• Ability to recognise and develop inclusive provision</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership</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>	
<b>Managing Delivery</b>	<p>Ability to:</p>	

	<ul style="list-style-type: none"> <li>• Plan and prioritise workloads – short and long term</li> <li>• Manage resources to ensure work is completed efficiently and deadlines / requirements are met despite obstacles.</li> </ul>	
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>• Ability to undertake flexible working hours</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of sourcing and securing funding</li> </ul>