



Motherwell AC Club Together Officer

Job Description and Person Specification

Job Description

The Club Development Officer will provide support to the Club Board and members through assuming the following responsibilities:

- Work with the Board to implementation of the club development plan
- Support the recruitment of new members and manage new club member enquiries
- Develop and deliver inductions to new members (quarterly)
- Support the recruitment, retention, rewarding of all club volunteers
- Work with the Club Communications Manager and work in partnership with a range of agencies to raise the profile of athletics in the local community
- Work with the Board to deliver new projects and events
- Support local schools' athletics events to promote the club
- Support the Board with fundraising
- Any other areas of work as deemed appropriate by the club line manager or steering group.

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Person Specification

Factor	Essential	Desirable
Qualifications and Attainments	<ul style="list-style-type: none"> • Holder of a current, full UK driving licence and use of a vehicle • Administration experience 	<ul style="list-style-type: none"> • UKA Athletics Coach/Level 2 with relevant experience • Sports related degree/qualification or relevant experience • First aid certificate •
Experience & knowledge (in an employed or voluntary capacity)	<ul style="list-style-type: none"> • Experience of working within a volunteer club environment • Experience and knowledge of working with volunteers 	<ul style="list-style-type: none"> • Experience of working effectively with partners • Experience of coaching a variety of groups – different age ranges including primary and secondary • Knowledge and understanding of athletics development pathways • Knowledge and understanding of sports development pathways (LTAD)
Competencies - Skills & Knowledge	<ul style="list-style-type: none"> • Ability to build effective working relationships • Excellent organisational skills • Well-developed communication skills • IT skills and experience (MS365, Word, Excel, some database) 	<ul style="list-style-type: none"> • Leadership • Ability to prioritise competing deadlines and projects
Additional Requirements	<ul style="list-style-type: none"> • Ability to undertake flexible working hours • Satisfactory Disclosure Scotland / PVG Check 	