



North Ayrshire AC Community Athletics Coordinator and Coach

Job Description

Reports to North Ayrshire AC Board and **scottishathletics**
Salary £9,850 per annum (14 hours per week) £13.53 per hour
Period 9 months (with the view to extending)

Purpose of the Job

- To support North Ayrshire AC in increasing membership numbers by organising and leading a community athletics programme for young athletes.
- To support the development of athletics in North Ayrshire by organising and delivering athletics activities in schools and communities of North Ayrshire.

Key Accountabilities

- Co-ordinate, manage and organise North Ayrshire minis athletics programme, Community Athletics Programme, holiday programme and Additional Support Needs groups.
- Be the lead coach of the above club programmes delivering athletics activity primarily to 3 – 11 year-olds, focusing on the delivery of planned, structured, athlete centered coaching sessions meeting national guidelines of best practice for age and stage development.
- Support the co-ordination, recruitment, retention and development of club volunteers including coaches and officials.
- Deliver curriculum, extra-curricular and community athletics activity in identified North Ayrshire communities in partnership with North Ayrshire Active Schools.
- Support the delivery of coach development and teacher training in athletics across North Ayrshire.
- Work with North Ayrshire Active Schools team to support the delivery of identified schools events
- Submit an annual report and meet partners bi-monthly to review progress.
- Any other areas of work as deemed appropriate by the club line manager or steering group.



Person Specification

Factor	Essential	Desirable
Qualifications and Attainments	<ul style="list-style-type: none"> Level 2 UKA Coaching Qualification or willing to work to Level 2 within first six months 	<ul style="list-style-type: none"> Sports related degree/qualification or relevant experience First aid training Driving License Access to transport
Experience & knowledge (in an employed or voluntary capacity)	<ul style="list-style-type: none"> Experience of delivering fun, inclusive, progressive athletics/sports activity to young people Experience of working within a volunteer club environment Experience of working effectively with partners Knowledge and understanding of issues affecting athletics clubs Experience of initiating, developing, and evaluating projects Experience of supervising projects and people Knowledge and understanding of sports development pathways (LTAD) 	<ul style="list-style-type: none"> Experience of working in a sports development environment Knowledge of national sporting/physical activity initiatives & strategies Knowledge and understanding of athletics development pathway
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 	
Additional Requirements	<ul style="list-style-type: none"> Ability to undertake flexible working hours including regular evenings and weekends Satisfactory Disclosure Scotland / PVG Check 	<ul style="list-style-type: none"> Experience of sourcing and securing funding