



The Role and Responsibilities of Inverness Harriers Club Development Officer

Responsible to:	Inverness Harriers Committee and to relevant scottishathletics National Club Manager
Direct reports:	None.
Responsible for:	Playing a vital role in recruiting and supporting new volunteers and coaches, ensuring Inverness Harriers have the right resources to welcome aspiring athletes. Additionally, you'll contribute to building a thriving development structure for the club, with a strong emphasis on nurturing coaches and athletes. Your efforts will help establish our club as a vibrant hub for athletics in the Highlands, fostering sustainable growth and a lasting impact on our community.

Key tasks will include:

1. Enhance current coach education through courses, training manuals, and online training opportunities. Ensuring coaching days are open to all and all coaches are aware of them.
2. Assist in the recruitment and development of new volunteers and coaches.
3. Help drive club competition events for all ages and stages – Open Graded, Throws Nights, Sprints Nights, Social nights- building on those we already hold.
4. Encourage greater participation in club events.
5. Establish a new structure for Saturday morning sessions for waiting lists.
6. To explore the opportunities to develop key partnerships with businesses, and other sports clubs.
7. To assess and present best practice opportunities- those can be identified and recommend by Scottish Athletics.
8. To support, develop, and maintain strong competitive competition training groups in all specialties, such as Sprints, Combined Events, Middle Distance, Throws, Jumps, & Hurdles.
9. To ensure the club policies are up to date as per **Scottish** athletics affiliation as required.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation.

Candidate Specification

FACTORS	ESSENTIAL	DESIRABLE
Qualifications and attainments	<ul style="list-style-type: none"> • Relevant knowledge and understand of a club structure. • Relevant knowledge and understanding of athletics disciplines and or coaching. • Proficiency in English as a first or second language. 	<ul style="list-style-type: none"> • Driving License • Access to transport • Athletics Coach (Level 2) UKA Coaching Qualification or willing to work to Athletics Coach.
Work and other experience	<ul style="list-style-type: none"> • Experience of working within a volunteer club environment • Knowledge and understanding of athletics and how to develop young athletes. • Experience of working effectively with partners • Experience and knowledge of working with volunteers • Experience of initiating, developing and evaluating projects • Experience of supervising projects and people • Experience of volunteering or supporting volunteers • Ability to undertake flexible working hours 	<ul style="list-style-type: none"> • Knowledge of national sporting/physical activity initiatives & strategies • Knowledge and understanding of athletics development pathway • Experience of working with local partners to build sustainability into local programmes • Experience of leading coaching sessions/activity to adults
Skills	<ul style="list-style-type: none"> • Strong knowledge and experience of MS Excel, MS Outlook, MS Word and CRM systems Ability to build effective working relationships • Excellent organisational skills • Well-developed communication skills • Ability to prioritise competing deadlines and projects • Ability to recognise and develop inclusive provision 	<ul style="list-style-type: none"> • Ability to prioritise competing deadlines and projects • Ability to work with club board, members and other partners • Ability to demonstrate leadership or Experience in a leadership role whether voluntary or employed.

	<ul style="list-style-type: none"> • Ability to build effective working relationships 	
Disposition and personal qualities	<ul style="list-style-type: none"> • Motivate and support others to take action / participate • Establish clear goals • Be open to ideas • Empathetic, enthusiastic, approachable, hardworking and passionate. • Commitment to personal development and a willingness to learn from others • Innovative and forward-thinking with a positive attitude 	

Application Process

Applicants should apply by submitting the application form and covering letter (addressing how the applicant's skills and expertise fit with the job role and person specification), and the equal opportunities form, to opportunities@scottishathletics.org.uk.

The closing date for applications is **noon on Tuesday 4th March 2025** with interviews taking place on the 11th or 12th of March 2025.

Incomplete applications and those received after the closing date will not be considered.

scottishathletics is committed to equality of opportunity and treats all applicants fairly and consistently in accordance with the requirements of the Equality Act 2010 and the Rehabilitation of Offenders Act 1974 (as amended).

scottishathletics is **not** approved by UK Visas and Immigration to act as a licensed sponsor, and as such, this role is not eligible for sponsorship. Any offer of employment would be subject to proof of existing right to work in the UK, satisfactory background check, and references.

If you require any reasonable adjustments, please email opportunities@scottishathletics.org.uk

