



The Role and Responsibilities of Shettleston Harriers Club and Community Development Officer

Responsible to:	Shettleston Harriers and scottishathletics
Direct reports:	Shettleston Harriers Board and to relevant scottishathletics National Club Manager.
Responsible for:	Developing and contributing to the management of the club's business, operations, events and supporting the Club Board and members. Managing the day-to-day administration of Shettleston Harriers. In partnership with the scottishathletics community impact team to leading the coordination and delivery of community athletics in identified areas of Glasgow City Council focusing on communities with higher levels of poverty and low income, ethnically diverse groups and people with a disability.

Key tasks will include:

Shettleston Harriers Role -

- Act as first point of contact for initial enquiries - direct and support club coaches in those introductions
- Manage website, email communication and social media along with volunteers and support development of new website
- Work with treasurer in maintaining accurate membership records
- Lead in ensuring club is adhering to all requirements to fulfil its obligations as a charity including, but not limited to, being knowledgeable in all aspects of the constitution, arranging AGM, posting documentation online, submissions to charity commission, gift aid submission
- Provide advice and guidance on opportunities for club to access sources of external funding.
- Work with club board on funding applications and ensure the club carries out the requirements of funders for any successful bids
- Work with welfare officer and Scottish Athletics to ensure best practice relating to safeguarding, protecting children and vulnerable adults in sport.
- Manage, support and recruit volunteers and coaches
- Support and be available to attend club events at weekends as directed by event organizers and club board
- Manage Run-Jump-Throw program with the aim of increasing participation and providing clear pathway into club
- Work to increase membership of the club, particularly in the younger age groups

- Any reasonable task deemed appropriate by board/line manager.

Community Impact Role -

- Develop relationships with people within their communities based on respect and trust, ensuring they have a safe place to develop their identity and place in society.
- Support the **scottishathletics** National Community Impact Officer to develop a fun and engaging local activity plan.
- Engage with **scottishathletics** community impact team to share and build on learning and enhance community programmes.
- Work with key partners such as Scottish Sport Futures (SSF), Scottish Action for Mental Health (SAMH) and others to incorporate education and learning into delivery.
- Build trusting and positive relationships with local people and communities to foster opportunities for transition into club activity, including participation and volunteering.
- Act as a community champion, promoting inclusion in, and successes of the Community Impact programmes.
- Promote local activity via social media and other platforms.
- Support **scottishathletics** to develop an inclusive education programme.
- Support the administration requirements of the programme.
- Support the monitoring and evaluation of the programme.
- Any areas of work as deemed appropriate by National Community Impact Manager.
- Act as representative for the club and **scottishathletics** when delivering activity plan, promoting local activity, and engaging with local communities.

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. • Experience working with under-represented groups including communities' experiences poverty & low income, ethnically & culturally diverse people and people living with a disability. • Passion for engaging local communities to successfully engage in long-term local projects or programmes. • 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. • Experience of engaging local community groups in a sport or physical activity setting. • A strong proficiency in English as a first or second language
Work and other experience	<ul style="list-style-type: none"> • Experience of working within a volunteer club environment. • Experience of working effectively with partners. • Experience of working in a sports development environment. 	<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 working with local communities and partners to successfully deliver effective programmes focussing on positive health outcomes, specifically with underrepresented communities.

Skills	<ul style="list-style-type: none"> • A team player with ability to influence and guide others • Well organised with a proven track record of delivering under pressure • Ability to plan, manage and deliver multiple projects successfully • The confidence to communicate clearly both internally and externally with stakeholders through strong verbal and written communications skills • IT skills and experience • Ability to build effective working relationships • Excellent organisational and time keeping skills • Well-developed communication skills 	<ul style="list-style-type: none"> • Ability to prioritise competing deadlines and projects • Ability to work with club board, members and other partners
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 	<ul style="list-style-type: none"> • Experience in a leadership role whether voluntary or employed

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), marked "private and confidential", to opportunities@scottishathletics.org.uk.

The closing date for applications is **noon on Tuesday 25th February 2025** with interviews taking place on the 3rd or 5th 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

