

# Livingston AC - Children's Athletics Coach

## Job Description and Applicant Information

<b>Job Title</b>	Children's Athletics Coach
<b>Reports To</b>	Club Secretary / Livingston AC Board of Trustees
<b>Contract Type</b>	2-year contract
<b>Hours</b>	15 hours per week
<b>Salary</b>	£12,480 per annum

### Background

Livingston Athletic Club is a well-established and successful athletics club based in West Lothian. The club has a membership of over 300 across our club and community programmes, catering for both adults and junior members, at all levels, from age 6 upwards.

Livingston AC were the "Sports Club of the Year" at the 2018 West Lothian Celebrating Sport awards, and twice nominee for scottishathletics "Impact Club of the Year".

### Role

The role will have a significant impact in the future growth and development of the club. Working within our coaching team, the role will assist in creating a thriving development structure within the Club, focusing on the delivery of structured athlete centred coaching, to ensure that a vibrant athletics club sits at the centre of sustainable athletics development within the community of West Lothian.

### Candidate

The successful candidate should have previous experience of coaching young children in a club/community environment, with a UK Athletics coaching qualification.

### Partnership

This role is funded through a partnership between Livingston Athletic Club and scottishathletics and is part of the scottishathletics Club Together programme. Club Together is a fundamental project within Scotland's National Strategy for athletics, "Building a Culture of Success", placing a key focus on supporting the development of athletics clubs in the country. Club Together is exactly that - clubs, scottishathletics and local partners coming together to deliver once and for all a programme that will make the athletics vision happen.

## Key Responsibilities

- **Children's Athletics Coach**
  - Coaching at the club's *Run + Jump + Throw* (ages 6-12) and main athletics club ages (10-14) focusing on the delivery of planned, structured, athlete centred coaching session meeting national guidelines of best practice for age and stage development
  - Support the assistant coaches and helpers at training sessions
  - Support the transition of athletes from the *Run + Jump + Throw* sessions to the main athletics club groups
  - Support athletes at weekend competitions
  
- Any other areas of work as deemed appropriate by the club line manager.

## Candidate Specification

Factor	Essential	Desirable
<b>Qualifications and Attainments</b>	<ul style="list-style-type: none"> <li>• UKA Level 2/Athletics Coach coaching qualification</li> <li>• Holder of a current, full UK driving licence and use of a vehicle</li> </ul>	<ul style="list-style-type: none"> <li>• First aid certificate (within 3 months of appointment)</li> </ul>
<b>Work and Other Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working within a volunteer club environment</li> <li>• Experience of coaching young athletes within a club environment</li> <li>• Experience of working in a team</li> <li>• Experience of working effectively with partners</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a sports development environment</li> <li>• Knowledge and understanding of sports development pathways (LTAD)</li> <li>• Experience in promoting the role of sport and physical activity as a contributor to wider social outcomes</li> <li>• Experience of supervising staff/coaches</li> </ul>
<b>Competencies and Skills</b>	<p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>• Ability to remain open to ideas</li> <li>• Ability to motivate and support others to take action/participate</li> <li>• Be able to establish clear goals</li> </ul> <p><b>Managing Delivery</b></p> <ul style="list-style-type: none"> <li>• Be able to plan and prioritise workloads – short and long term</li> <li>• Ability to manage resources to ensure work is completed efficiently</li> <li>• Be able to achieve goals and meet deadlines despite obstacles.</li> <li>• Be proactive in improving existing activities and processes</li> </ul> <p><b>Change Management</b></p> <ul style="list-style-type: none"> <li>• Be able to successfully adapt to and works effectively with changing situations</li> <li>• Have experience of working with a variety of different groups</li> </ul> <p><b>Relationship Building</b></p> <ul style="list-style-type: none"> <li>• Ability to work with club members and other partners in a manner which gives them confidence in your intentions</li> <li>• Understands &amp; meets partner needs</li> <li>• Keeps partners updated</li> </ul> <p><b>Communication &amp; Organisation</b></p> <ul style="list-style-type: none"> <li>• Excellent organisational skills</li> <li>• Ability to communicate with others in a positive and influential manner</li> <li>• Ability to ensure relevant information is communicated to the right people, in the right style, at the right time</li> </ul> <p><b>Additional Requirements</b></p> <ul style="list-style-type: none"> <li>• Ability to undertake flexible working hours including regular evenings and weekends</li> <li>• Satisfactory Disclosure Scotland / PVG Check (Application to Join PVG Scheme or Scheme Update will be completed by Livingston AC)</li> </ul>	

## Conditions of Employment

The successful candidate will be based in the West Lothian area, primarily at the club's base at Craigswood Sports Centre. Travel to other areas for competitions may be required on occasion.

## Salary

The salary offered for the post will be up to £12,480 per annum.

## Hours of Work

The person appointed will be expected to work during evenings and weekends. The club's training sessions are currently Monday, Wednesday and Friday evenings. There are also weekend competitions throughout the year.

## Pension

Livingston AC s operates a qualifying group pension scheme for auto-enrolment purposes and will match the successful candidates' contribution up to a maximum of 6% of salary, including the legal minimum contributions required.

## Probationary Period

This post carries a six-month probationary period before appointment is confirmed.

## Notice

This post carries a one-month period to terminate employment after the satisfactory completion of the probationary period.

## Application Process

Applications should be made by submitting a covering letter (addressing how the applicant's skills and expertise fit with the job roles and person specification) and CV, to Alistair Dalglish, Livingston AC Secretary, at [alistair@livingstonac.com](mailto:alistair@livingstonac.com)

The closing date for applications is 5.00 pm on Friday 18 April 2025.

Applications received after the closing date will not be considered.

Any offer of employment would be subject to a satisfactory PVG check and references.

Livingston Athletic Club is an equal opportunities organisation.

