



## The Role and Responsibilities of the Kilmarnock Harriers & AC Pathway and Coaching Officer

- Responsible to:** Kilmarnock Harriers Club Chairperson and Scottish Athletics National Club Manager
- Direct reports:** N/A
- Responsible for:** Overseeing the overall club coaching structure and athlete pathway, ensuring it meets national guidelines of best practice for age and stage development.

### Key tasks will include:

- Oversee the overall club coaching structure, including:
  - Lead the implementation of the Coaching action plan.
  - Identify the number of coaches required to meet growth needs.
  - Support the recruitment and development of coaches across the pathway, to support the coaching structure, through identifying gaps.
  - Ensure para-athlete opportunities.
  - First point of contact for all coach related queries.
  - Ensure the coaching team has quality across all aspects of planning, physical preparation and technical development.
  - Coordinate the club coaching team to ensure quality, structured, progressive athletics training is provided.
  - Ensuring coaches working all stages of the athlete development pathway have the appropriate support such as mentors and individualised CPD programmes.
  - Work to ensure the implementation of Coach Development Programmes which link with NGB and East Ayrshire Council and East Ayrshire Leisure programmes.
  - Advising and influencing the coaching workforce on appropriate competition for athletes based on age and stage of development.
- Oversee the club athlete pathway, ensuring it meets national guidelines of best practice for age and stage development, including:
  - Work with club coaches and appropriate **scottishathletics** staff to ensure that talented athletes, para-athletes and coaches have the opportunity to progress through athlete pathway development programmes.
  - Implement the performance indicators for athletes and para-athletes within the talent pathway (and wider club) are meeting the national targets for physical and technical competencies.

*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
<b>Qualifications and attainments</b>	UKA Athletics Coach/Level 2 with relevant experience and willingness to progress coach education qualifications	First aid certificate  Driving License  Access to transport
<b>Work and other experience</b>	Experience of coaching a variety of groups – different age ranges  Knowledge and understanding of athletics development pathways  Experience of working within a volunteer club environment	
<b>Skills</b>	Ability to build effective working Relationships  Strong knowledge and experience of MS Excel, MS Outlook, MS Word and CRM systems  Excellent organisational skills  Well-developed communication skills  Ability to prioritise competing deadlines and projects	
<b>Disposition and personal qualities</b>	Ability to work with Trustees, committee members, club members and partners in a manner which gives confidence  Ability to undertake flexible working hours	

### **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](mailto:opportunities@scottishathletics.org.uk).

The closing date for applications is **noon on Monday 26th May 2025** with interviews taking place on week commencing 2<sup>nd</sup> June 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 criminal record/background check, and references.

If you require any reasonable adjustments, please email [opportunities@scottishathletics.org.uk](mailto:opportunities@scottishathletics.org.uk)