



## **The Role and Responsibilities of the Harmeny AC Club Development Officer and Club Coach**

**Responsible to:** Harmeny AC Club Board and Scottish Athletics National Club Manager

**Direct reports:** N/A

**Responsible for:** Supporting Harmeny AC to increase membership numbers by organising, coordinating and leading a club athletics programme for young athletes alongside growing and developing volunteers and coaches.

### **Key tasks will include:**

- Develop, organise and coach weekly Harmeny AC junior athletics sessions.
- Identify opportunities to grow capacity across additional training days and/or venues.
- Deliver a structured holiday programme during Easter and Summer.
- Ensure that athletes have access and are encouraged to take part in appropriate competition throughout the year.
- Ensure that coaching sessions are athlete centred, structured, progressive and of high quality following principles of Long Term Athlete Development.
- Help the club strengthen a sustainable, athlete-centred coaching structure.
- Support the club in increasing its sustainability mainly through volunteer recruitment.
- Support assistant coaches and helpers to develop.
- Work with relevant local and national partners to develop pathways into Harmeny AC.
- Support the monitoring and evaluation of the project and reporting progress to partners.

*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>	Level 2 UKA Coaching Qualification or willing to work towards this quickly. (Club will help meet costs of coach education if required)	Access to transport Child Protection training First aid certificate Holder of a current, full UK driving Licence
<b>Work and other experience</b>	Experience of working within a sports club environment  Experience of coaching a variety of groups – different age ranges including primary and secondary  Experience and knowledge of working with volunteers	Knowledge and understanding of athletics development pathways  Knowledge and understanding of sports development pathways (LTAD)  Experience of working effectively with partners
<b>Skills Disposition and personal qualities</b>	Ability to build effective working relationships  Excellent organisational skills  Well-developed communication skills	Leadership  IT skills and experience (Microsoft Office, social media)  Ability to prioritise competing deadlines and projects

## Application Process

Applicants should apply by submitting the application form, a 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 11<sup>th</sup> September 2025** with interviews taking place on w/c 15<sup>th</sup> September 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).

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)