



scottishathletics



GRANGEMOUTH
COMMUNITY
SPORTS TRUST

The Role and Responsibilities of Club Coach and Development Officer - GCST

Responsible to: Falkirk Victoria Harriers, Forth Vally Flyers and Grangemouth Community Sports Trust.

Direct reports: None.

Responsible for: Leading the coordination and delivery of RPJT at Grangemouth Stadium. Coaching and day-to-day administration support for both clubs, including support increasing, retaining and developing coaches and volunteers.

Please note that this job is advertised for 15 hours per week, with hopes to increase the hours in the future

Key tasks will include:

- Co-ordinate, coach, manage and organise new weekly Run, Push, Jump and Throw athletics sessions to increase junior club membership across both clubs.
- Work with key partners to strengthen pathways into the clubs.
- Increase participation of club members across both clubs including increasing number of competitive athletes across all age groups and disciplines.
- Create a sustainable pathway from RPJT participants into club sessions.
- Develop relationships with senior members and parents of both clubs as a basis for recruiting volunteers.
- Increase and retain coaches' volunteers and assist in their development.
- Be responsible for coaching and coordination at Forth Valley Flyers (including scheduling coaches for training nights organise, step in as athletics coach when no one else is available, quarterly coaches' meetings and seeking & supporting them through their development.)
- Any areas of work as deemed appropriate by the club line manager or steering group.

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	• Athletics Coach (Level 2) UKA Coaching Qualification or willing to work to Athletics Coach. • Willingness to work evenings. • 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.	• Driving License • Access to transport • A good understanding of disability athletics.
Work and other experience	• 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	• 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	• 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 • Ability to build effective working relationships	• 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.
Disposition and personal qualities	• 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 their CV 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 craig.stewart@grangemouthcommunitysportstrust.org

The closing date for applications is **Wednesday 5th November 2025** with interviews taking place on the **w.c 10th November 2025**

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

Grangemouth Community Sports Trust 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).

Grangemouth Community Sports Trust 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 craig.stewart@grangemouthcommunitysportstrust.org

