

## **The Role and Responsibilities of the North Ayrshire AC Community Athletics Coordinator and Coach**

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

**Direct reports:** N/A

**Responsible for:** Supporting North Ayrshire AC in increasing membership numbers by organising and leading a community athletics programme for young athletes.

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

- Co-ordinate, organise and grow North Ayrshire AC's junior athletics programmes including minis athletics, Community Athletics, and holiday programmes at the clubs main training base.
- Be the lead coach of the above junior club programmes delivering athletics activity primarily to 3 – 11-year-olds, focusing on the delivery of planned, structured, athlete centered coaching sessions meeting national guidelines of best practice for age and stage development.
- Support the delivery of junior community athletics activity in identified satellite areas, working with local partners.
- Co-ordinate and coach athletics opportunities, working with local partners, that provide young people with experience of athletics within schools and in community settings ensuring these are sustainable programmes offering ongoing involvement in the sport.
- Support the co-ordination, recruitment, retention and development of club volunteers including coaches and officials.
- Deliver a leadership programme for coaches and volunteers with a particular focus on developing young leaders.
- Support and mentor the North Ayrshire AC Community Athletics Coach.
- Monitor and evaluate the programme on a regular basis to monitor impact, measure outcomes and shape to ensure it meets the needs of the communities.
- Promote local activity via social media and other platforms.
- Submit an annual report and meet partners bi-monthly to review progress.
- Any other 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
<b>Qualifications and attainments</b>	Level 2 UKA Coaching Qualification (or willing to work towards this quickly).	Experience of engaging local community groups in a sport or physical activity setting.  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 coaching a variety of groups – different age ranges including primary and secondary  Experience and knowledge of working with volunteers	Experience of working to deliver effective equality, diversity, and inclusion outcomes.  Experience of working within a sports club environment  Experience of working effectively with partners
<b>Skills Disposition and personal qualities</b>	Enthusiastic, energetic, hardworking, and approachable  Has the ability to work with and motivate others  Excellent organisational skills  Well-developed communication skills  Commitment to personal development and willingness to learn  Ability to undertake flexible working hours	Leadership  IT skills and experience (Microsoft office and social media)  Knowledge of and ability to use social media  Passion for engaging local communities to successfully engage in long-lasting local projects or programmes  Ability to prioritise competing deadlines and projects