



## The Role and Responsibilities of Community & Coaching Development Officer

**Responsible to:** Costorphine Amateur Athletics Club and to relevant **scottishathletics** National Club Manager

**Direct reports:** None.

**Responsible for:** This role will focus on expanding the club's reach and deepening its connection with local communities, schools, and partners. The postholder will be responsible for increasing participation across all ages and abilities, developing pathways into the club, and strengthening the coaching and volunteer base to support long-term growth. A key focus will be on community engagement, outreach, and inclusive participation, ensuring athletics opportunities are accessible to all.

### Key tasks will include:

- Strengthen links with Northwest of Edinburgh Community Sports Hub, City of Edinburgh Council Active Schools, Scottish Athletics, and other relevant partners.
- Represent the club at steering group meetings and partnership forums.
- Build meaningful relationships with local schools and community groups to create clear pathways from school athletics into club participation.
- Coordinate and deliver community athletics sessions in partnership with Active Schools and local partners.
- Identify and deliver opportunities to expand athletics to areas of Edinburgh not currently covered particularly in Muirhouse, Craigmorston, and surrounding communities.
- Promote the club and athletics programmes through school engagement, taster sessions, and community events.
- Support inclusive participation, including the development of disability athletics and the frame running section of the club.

- Support Club Board with funding applications.
- Support the introduction of event-specific coaching squads, providing clear development pathways for athletes at all levels.
- Recruit and support new coaches and volunteers, ensuring they have access to relevant training and development opportunities.
- Lead and support delivery of entry-level and transition programmes to bring new participants into regular club training, to increase and retain participation.
- Contribute to the creation of sustainable participation structures that strengthen athlete progression from community sessions to club squads.
- Collaborate closely with the Operations Officer and coaching team to align outreach activity with club strategy.

*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>	<ul style="list-style-type: none"> <li>• Relevant knowledge and understand of a club structure.</li> <li>• Athletics Coach (Level 2) UKA Coaching Qualification or willing to work to Athletics Coach.</li> <li>• Relevant knowledge and understanding of athletics disciplines and or coaching.</li> <li>• Proficiency in English as a first or second language.</li> <li>• Good understanding of working with underrepresented communities.</li> <li>• Good understanding of working with athletes with a disability.</li> </ul>	<ul style="list-style-type: none"> <li>• Driving License</li> <li>• Access to transport</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>• Knowledge and understanding of athletics and how to develop young athletes.</li> <li>• Experience of working effectively with partners</li> <li>• Experience and knowledge of working with volunteers</li> <li>• Experience of initiating, developing and evaluating projects</li> <li>• Experience of supervising projects and people</li> <li>• Experience of volunteering</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of national sporting/physical activity initiatives &amp; strategies</li> <li>• Knowledge and understanding of athletics development pathway</li> <li>• Experience of working with local partners to build sustainability into local programmes</li> <li>• Experience of leading coaching sessions/activity to adults</li> <li>• Experience working with children and young people.</li> </ul>

	<p>or supporting volunteers</p> <ul style="list-style-type: none"> <li>Ability to undertake flexible working hours</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>Strong knowledge and experience of MS Excel, MS Outlook, MS Word and CRM systems Ability to build effective working relationships</li> <li>Excellent organisational skills</li> <li>Well-developed communication skills</li> <li>Ability to prioritise competing deadlines and projects</li> <li>Ability to recognise and develop inclusive provision</li> <li>Ability to build effective working relationships</li> </ul>	<ul style="list-style-type: none"> <li>Ability to prioritise competing deadlines and projects</li> <li>Ability to work with club board, members and other partners</li> <li>Ability to demonstrate leadership or Experience in a leadership role whether voluntary or employed.</li> </ul>
<b>Disposition and personal qualities</b>	<ul style="list-style-type: none"> <li>Motivate and support others to take action / participate</li> <li>Establish clear goals</li> <li>Be open to ideas</li> <li>Empathetic, enthusiastic, approachable, hardworking and passionate.</li> <li>Commitment to personal development and a willingness to learn from others</li> <li>Innovative and forward-thinking with a positive attitude</li> </ul>	