



The Role and Responsibilities of the Club Engagement & Development Officer Lasswade AC

Responsible to: Lasswade Athletics Club and to relevant **scottishathletics** National Club Manager.

Direct reports: None.

Responsible for: This role will play a key part in supporting the growth and development of Lasswade Athletics Club. The postholder will help recruit, support, and retain volunteers, coaches, and officials while increasing participation and competitive opportunities across all age groups and disciplines. They will assist the Club Board with administration, facility liaison, and maximising charitable status through funding opportunities. Working closely with partners such as Midlothian Active Schools and Dalkeith Campus, the role will also coordinate Run, Push, Jump and Throw sessions, supporting the transition of young athletes into the club's main coaching program.

Key tasks will include:

- Support the recruitment, development and retention of club volunteers, coaches and officials.
- Increase participation of club members including increasing number of competitive athletes.
- across all age groups and disciplines.
- Support Club Board with administration.
- Support the existing coaches and volunteers assisting in their development.
- Liaise with facility management regarding improvement of athletics facilities
- Support the Club Board to maximise the Club's Charitable Status including sourcing additional
- revenue and finance streams.
- Work with key Partners such as: Midlothian Active Schools Team, Facilities Management at
- Dalkeith Campus.
- Organise in partnership a new weekly Run, Jump and Throw athletics sessions to increase junior club membership.
- Support the transition of Run, Jump and Throw athletes into the main club coaching program.
- 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
<p>Qualifications and attainments</p>	<ul style="list-style-type: none"> • Relevant knowledge and understanding of a club structure. • Athletics Coach (Level 2) UKA Coaching Qualification or willingness to work towards Athletics Coach- • Relevant knowledge and understanding of athletics disciplines and or coaching- • Proficiency in English as a first or second language- 	<ul style="list-style-type: none"> • Driving License • Access to transport
<p>Work and other experience</p>	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Experience of working with local partners to build sustainability into local programmes • Experience of leading coaching sessions/activity to adults

<p>Skills</p>	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Ability to work with club board, members and other partners • Ability to demonstrate leadership or <u>e</u>Experience in a leadership role whether voluntary or employed.
<p>Disposition and personal qualities</p>	<ul style="list-style-type: none"> • 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 	



LOTTERY FUNDED

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