

The Role and Responsibilities of the OARC Club Development Officer

Responsible to: Orkney Athletic and Running Club Board and scottishathletics

Responsible for: Support the development of Orkney Athletic and Running Club including supporting coaches, athletes, parents and volunteers.

Key tasks will include:

- Lead and oversee primary, secondary and senior training programmes, ensuring coaches are appropriately supported, resourced and equipped to deliver high-quality provision.
- Uphold and continuously improve standards at all training sessions, with particular focus on safety, welfare, safeguarding and best practice.
- Drive coach development by ensuring all coaches and coaching assistants hold appropriate qualifications and are supported with ongoing development and accreditation opportunities.
- Support athlete development through the identification of appropriate competitions, access to external coaching expertise, and additional performance support where required.
- Develop, manage and apply clear standards, criteria and selection processes for Junior Inter-County, International Island Games and similar representative events.
- Act as the primary point of contact and representative of the club for athletes and parents/guardians, fostering strong relationships and clear communication.
- Plan and manage new start groups, including communicating capacity and intake availability to the Board and coordinating recruitment and onboarding processes.
- Work collaboratively with primary and secondary coaches to ensure smooth and effective transitions from primary to secondary training programmes.
- Strengthen coaching team resilience through proactive recruitment, training, succession planning and the documentation of processes, reducing reliance on lead coaches (Athletics Coach or equivalent) within disciplines.
- Maintain strong links between the coaching team and the Board, coordinating regular updates, feedback and insights on day-to-day operations, opportunities and challenges.

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"> • A strong proficiency in English and mathematics • IT skills and experience • Experience of working effectively with partners • Experience and knowledge of working with volunteers • Experience of initiating, developing and delivering small projects / workstreams 	<ul style="list-style-type: none"> • Athletics coaching qualification • Holder of a current, full UK driving licence • Evidence of continuous professional development • Demonstrable experience in a similar role • An understanding of rural community life, its advantages and challenges
<p>Work and other experience</p>	<ul style="list-style-type: none"> • Knowledge of Scottish sporting landscape • Understanding of athletics • Experience of managing logistics efficiently and effectively • Experience of successfully developing and maintaining effective relationships with stakeholders • Strong knowledge and experience of MS Excel, MS Outlook, MS Word and CRM systems 	<ul style="list-style-type: none"> • Understanding of club and coach development • Knowledge of the wider aspects of the national strategy for scottishathletics
<p>Skills</p>	<ul style="list-style-type: none"> • A team player with ability to influence and guide others • Well organised with a proven track record of delivering under pressure • Ability to plan, manage and deliver multiple projects successfully • The confidence to communicate clearly both internally and externally with stakeholders through strong 	

	verbal and written communications skills	
Disposition and personal qualities	<ul style="list-style-type: none"> • Self-disciplined with ability to work effectively remotely • Innovative and forward-thinking with a positive attitude • Respectful, trustworthy, enthusiastic and hard-working with a proven track record of achievement • Commitment to personal development and a willingness to learn from others 	