

The Role and Responsibilities of the Club Together Officer, Helensburgh Amateur Athletics Club

Responsible to: Partnership Management Steering Group (Helensburgh AAC Committee and Scottish Athletics)

Responsible for: Supporting the Helensburgh AAC Committee to deliver the strategy for the club to be an integral part of the local community. To build and create a thriving Athletics Club in the town of Helensburgh that is focused on creating an environment for junior and senior athletes to develop their active participation in the sport of athletics.

Key tasks will include:

- Work with all representatives of the club to deliver the mission, strategy and plan.
- Work with Scottish Athletics, Argyll and Bute Local Authority and other organisations to deliver the strategy and enhance/promote the sport of athletics in the local area.
- Work with Scottish Athletics National Club Manager to ensure Helensburgh AAC is delivering against the Club' strategy and plan and links to the Scottish Athletics National Strategy.
- Aim to increase and retain the membership of the club with a focused growth of 20% in membership per annum.
- Work with Junior Section Coaches and Senior Section Run Leaders for the delivery of administrative support, including race entry coordination and booking of venues and other administrative tasks for the delivery of training sessions and attending competitions. Responding to potential new members and maintaining the Junior Section Waiting List.
- Work with the Helensburgh AAC Committee to ensure there is a clear coaching programme and pathway available that supports the development of both Sections of the club and advertise opportunities and coordinate attendance by volunteers on training courses, including first aid courses etc and record and maintain appropriate electronic records.
- Provide administrative support to the Helensburgh AAC Committee in particular direct support to the Club Secretary, Membership Secretary, President and Junior Section Head Coach.
- Record all data on appropriate IT system and provide timely and accurate reports to the Helensburgh AAC Committee as required.
- Provide other reasonable support to the Helensburgh AAC Committee and Junior and Senior Sections as appropriate. Attend the monthly Helensburgh AAC Committee and deliver a monthly progress update to the committee.



- Prepare marketing and promotional material and ensure that all media and social media outlets are fully utilised to expand the profile of the club in the local area. Oversee the online maintenance and update of the Helensburgh AAC Website. Monitor and administer the Junior Section Team App and provide timely updates.

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	• A strong proficiency in English and mathematics • Relevant experience in sports development	• Athletics coaching qualification • Holder of a current, full UK driving licence • Evidence of continuous professional development • Demonstrable experience in a similar role
Work and other experience	• Experience of working within a volunteer club environment • Experience of working effectively with partners • Experience and knowledge of working with volunteers • Knowledge and understanding of issues affecting athletics clubs • Experience of initiating, developing and evaluating projects • Experience of supervising projects and people • Experience of volunteering or supporting volunteers	• Experience of working in a sports development environment • Knowledge of local and national sporting/physical activity initiatives & strategies • Knowledge and understanding of athletics development pathways • Experience of leading coaching sessions/activity to adults • Experience of sourcing and securing funding
Skills	• A team player with ability to influence and guide others • 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 • Competent IT skills and experience • Ability to use existing and emerging social media platforms to develop HAAC presence online • 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	• Leadership

	inclusive provision	
Disposition and personal qualities	• Able to establish clear goals • Be open to ideas • Able to plan and prioritise workloads, short and long term • Manage resources to ensure work is completed efficiently and deadlines / requirements are met despite obstacles. • Ability to motivate and support others to take action / participate	