

The Role and Responsibilities of the Strathearn Harriers Club Outreach and Inclusion Officer

Responsible to: Strathearn Harriers President and **scottishathletics** National Club Manager

Responsible for: Working closely with the club committee, coaches, volunteers and local partners, you will lead the club's outreach activity, develop relationships with schools and community organisations, and create welcoming opportunities for people of all ages and abilities to become involved in athletics and running.

Key tasks will include:

- Develop and maintain effective relationships with local schools, community organisations, youth groups, local authorities and other relevant partners.
- Promote opportunities for people to take part in athletics and running, with a particular focus on underrepresented groups and people new to sport.
- Lead work to ensure the club is welcoming, inclusive and accessible, including identifying and helping to remove practical, financial and cultural barriers to participation.
- Plan and deliver outreach activity, including community engagement events, introductory sessions and participation initiatives such as Couch to 5K programmes.
- Support the delivery of inclusive activities and progression pathways for juniors, disabled people, and adults.
- Embed inclusive practice across the club, and support the recruitment, induction, coordination and retention of volunteers.
- Communicate effectively with members, prospective members and the wider community through digital platforms, newsletters, community networks and promotional materials.
- Keep accurate records of activity, participation and outcomes; monitor progress against objectives; represent the club positively; and contribute to evaluation and future funding applications.

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.



STRATHEARN HARRIERS

The club for runners in the Crieff and Comrie area of Perthshire

Candidate Specification

FACTORS	ESSENTIAL	DESIRABLE
Qualifications and attainments	● Relevant knowledge and understanding of a club structure. ● Experience working with under-represented groups including communities' experiences poverty & low income, ethnically & culturally diverse people and people living with a disability. ● Passion for engaging local communities to successfully engage in long-term local projects or programmes. ● Proficiency in English as a first or second language. ● Access to transport	● Driving Licence ● Athletics Coach (Level 2) UKA Coaching Qualification or willing to work to Athletics Coach. ● Experience of engaging local community groups in a sport or physical activity setting.
Work and other experience	● Experience of working within a volunteer club environment. ● Experience of working effectively with partners. ● Experience of working in a sports development environment. ● Strong knowledge and experience of typical office IT systems	● Experience of working within a volunteer club environment. ● Experience of working effectively with partners. ● Experience of working in a sports development environment. ● Experience of working with local partners to build sustainability into local programmes ● Experience of working with local communities and

		partners to successfully deliver effective programmes focussing on positive health outcomes, specifically with underrepresented communities.
Skills	● A team player with ability to influence and guide others ● Well organised with a proven track record of working under own initiative and 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 ● Relevant IT skills and experience ● Ability to build effective working relationships ● Excellent organisational and time keeping skills ● Well-developed communication skills	● Proven ability to prioritise competing deadlines and projects ● Proven ability to work with club board, members and other partners
Disposition and personal qualities	You should be: ● Able to motivate and support others to take action / participate ● Able to establish clear goals ● Open to ideas	● Experience in a leadership role whether voluntary or employed

	● Empathetic, enthusiastic, approachable, hardworking and passionate. ● Committed to personal development and a willingness to learn from others ● Innovative and forward-thinking with a positive attitude	
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