



Aberdeen AAC: Club Together Officer

Club Together Officer – Aberdeen AAC

2 year contract

Salary - £7,163 (15 hours per week)

An exciting opportunity has arisen within Aberdeen Amateur Athletics Club for a Club Together Officer, in partnership with **scottishathletics** and Aberdeen AAC. Club Together is a fundamental project within Scotland's National Club Development programme for athletics, Club Legacy 2014 that places a key focus on supporting the development of athletics clubs in the country.

The role will have a significant impact in the growth and development of the club and the twin aspects of our vision of increasing participation and performance sit at the heart of everything we do - neither however is possible without athletics clubs playing their part.

This part time post (15 hours per week) is funded through a partnership between Aberdeen AAC and **scottishathletics**.

Together is exactly that – clubs, **scottishathletics** and Local Authority coming together to deliver once and for all a programme that will make the athletics vision happen.

Application Process

Applications should be made by submitting the application form and Covering Letter to **scottishathletics**. The application should be marked confidential and sent to:

Mary Anderson
scottishathletics Ltd
Caledonia House
South Gyle
EDINBURGH
EH12 9DQ

Or email: mary.anderson@scottishathletics.org.uk

Closing date: 5pm Friday 17th February 2012

Any offer of employment would be subject to a satisfactory PVG check and references.

scottishathletics is an equal opportunities organisation.

Job Description/Person Specification for the Club Together Officer

Job Title	AAAC Club Together Officer
Reports to	Partnership Management Steering Group (Club, scottishathletics , LA/Local Partners)
Salary	£7163 p.a. (15 hours per week)

Job Purpose

To support the development of the Club and help ensure that it is the focus of a sustainable athletics structure in the community by facilitating the implementation of the Development Plan and in particular increasing Club membership, extending participation and improving Partnership working.

Tasks

Implement the Club Development Plan

- Support the implementation and on going updating of the development plan.
- Facilitate the successful delivery of the key priorities and projects in the development plan.
- Identify and secure funding to enable the delivery of the development plan.
- Record baseline data on club participation /activity and school-club participation.
- Maintain contact details for club officials and volunteers.
- Monitor progress against Development Plan performance indicators.

Increase Membership

- Increase the club's membership within 3 years in line with agreed targets.
- Increase membership retention year on year.
- Support the organisation of introductory sessions to the club for local children and parents.
- Create and support Club Run, Jump & Throw sections.
- Co-ordinate and assist with the administration of the Club Website and other online tools.
- Assist with the preparation of newsletters and other marketing and promotional materials.

Extend Participation

- Encourage athletes from the club to participate in appropriate age and stage related competitions, ranging from local to regional and national events.
- Co-ordinate and administer the club fixture list, allocating and supporting convenors as well as updating contact details. Arrange leader, coach and official training and development opportunities for club members.
- Assist with the recruitment, support, development and retention of volunteers to support the operation of the club and in particular seek to recruit and develop volunteers from existing athletes, parents, FE/HE students and S5/S6 pupils.

Work with Partners

- Work with the **scottishathletics** Regional Development Manager and other scottishathletics staff to ensure that the Development Plan links to the Regional Athletics Development Plan.
- Work with L.A staff and in particular Active School Coordinators and PE staff; Aberdeen Sports Village staff and relevant FE/HE staff to develop pathways between local primary and secondary schools and other educational establishments and the Club.
- Organise club support to local schools athletics events.
- Work with **scottishathletics** staff including Scottish Disability Sport Regional Managers to ensure that talented athletes (and coaches) progress through athlete pathway development programmes.
- Develop effective links with local media to increase club profile in community.

Competencies

Leadership - Be open to ideas, establish clear goals, support and motivate others.

Managing Delivery - Plan and prioritise workload, manage resources to efficiently achieve goals and meet deadlines.

Managing Change - Promote change and improvement where appropriate and adapt to changing situations while maintaining effectiveness.

Communicating - Communicate in a positive and influential manner to ensure that relevant information is communicated to the right people, in the right style, at the right time.

Working with Others - Work with partners in an effective timely manner which gives confidence in your intention, understands and meets partner needs.

Key Partners

To improve athletics participation through the club, target group development contact will be required with:

- Club contacts (volunteers)
- **scottishathletics** Regional Manager and other **scottishathletics** Staff
- Local Authority Athletics Development / Sports Development Officers & other LA contacts
- Senior Officers from within the Local Authority Areas
- Other clubs and organisations (e.g. FE/HE)
- Local Athletics Partnerships
- Local Schools
- Programme Sponsors
- Active School Coordinators (Primary & Secondary)
- Scottish Disability Sport Regional Managers