



West Lothian
Council



Job Description for the Club Together Officer

Job Title	Livingston & District Club Together Officer
Reports to	Partnership Management Steering Group (Club, scottishathletics , West Lothian Council, sportscotland)
Salary	£7,163 (15 hours per week)

Purpose of Job

To create a thriving development structure within the club that ensures a vibrant athletics club sits at the centre of sustainable athletics development in their community.

Key Contacts

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 (eg. FE/HE)
- Local Athletics Partnerships
- Local Schools
- Programme Sponsors
- Active School Coordinators (Primary & Secondary)
- Scottish Disability Sport Regional Managers

Key Accountabilities

- Ensure growth in the club by increasing active participation
- Support the implementation of the club development plan
- Recruit, retain, reward and develop all club volunteers
- Work in partnership with a range of agencies to raise the profile of athletics in the local community
- Work with local partners to create and support implementation of Run, Jump & Throw sections that are formally part of the club's activities
- Ensure that the club support local schools athletics events and the club subsequently offer induction sessions for participants and parents from local schools
- Organise and facilitate opportunities for developing club coaches
- Ensure that athletes from the club participate in appropriate age and stage related competitions, ranging from local to regional to national events

Key Performance Areas

Please note that the key performance areas provide an indicative overview of key focus areas and individual Club Together Officer work plans will identify and provide a clearer direction for that role as identified by the club and agreed by the Working group.

Implementation of Club Development Plan

- Work with the club to continuously update and implement the club's development plan and ensure links to regional development strategy and other national, regional and local strategies for sport/health improvement/social objectives where appropriate.
- Work with the club (and partners) to ensure the successful delivery of key priorities and projects of the club's development plan – showing, selling, and making the vision become reality.
- Identify and secure funding opportunities to assist in the delivery of club's development plan.

Increase Participation

- Aim to significantly increase the club's membership size within 3 years (targets to be agreed prior to post commencing)
- Retain 80% of members annually, and year on year show an increase in retention
- Ensure links to local cluster primary and secondary schools to create/extend opportunities to participate in athletics through inclusive programmes within the club's main junior section and Run, Jump & Throw sections for girls and boys.
- Organise, coordinate and deliver (where appropriate) programmes and events to promote athletics and recruit young people to the sport in the local area.
- Work with coaches to plan and implement athlete development programmes through the club to increase athlete enjoyment and improve levels of performance at all levels.
- Ensure that the club recruits new volunteers as well as supporting and retaining existing volunteers (in various roles) to allow increased capacity and activities within the club.

Partnership Working

- Work with the **scottishathletics** Regional Development Manager and club representatives to ensure the club development plan is linked to the Regional Development Plan and where appropriate represent club on any local development groups.
- Work with Active School Coordinators and PE staff to ensure a strong pathway between local primary and secondary schools and the Club.
- Work with other LA staff and any other stakeholders who can support the club to deliver their plan e.g. sports development, tertiary education etc.
- Work with club coaches and appropriate **scottishathletics** staff to ensure that talented athletes (and coaches) have the opportunity to progress through athlete pathway development programmes.

Volunteer Development

- Recruit, sustain, support and develop volunteers in all aspects of the club (coaches, volunteers & officials).
- Specifically target the recruitment and development of volunteers from the following groups; a) existing athletes, b) parents (through Come & Try sessions with children and the parents), b) FE/HE students and d) S5/S6 pupils.

Coaching

- Increase the coaching opportunities through the club – the club's first and foremost role is to support athletes, and it will achieve that through quality coaching – and many of them.
- Arrange leader, coach and official education and development opportunities for club members – on site where possible, integrated within club sessions – easy access, low cost, maximal benefit and uptake.
- Work with the club committee and coaches to ensure that there is a clear coaching pathway and support programme in the club.
- Work with the club's coaches and **scottishathletics** staff to ensure that coaching is being delivered to an appropriate level and based around national LTAD principles and programmes.

Monitoring and Evaluation, Marketing and Communication

- Record baseline data on club participation /activity and school-club participation.
- Report progress against club development plan key performance indicators.
- Work with existing club volunteers to help prepare newsletters and other marketing and promotional material.
- Work with existing club volunteers to ensure effective links with local press to increase club profile in community.

Key Competencies

1. Leadership

Key Actions

- Remains open to ideas
- Establishes clear goals
- Supports others
- Moves others to action

2. Managing Delivery

Key Actions

- Plans & prioritises workload – short & long term
- Manages resources to ensure work completed efficiently
- Achieves goals & meets deadlines despite obstacles
- Pro-active in improving existing activities & processes

3. Change Management

Key Actions

- Promotes the need for change (where appropriate)
- Successfully adapts to and works effectively with changing situations
- Works with a variety of individuals or groups
- Maintains effectiveness in uncertain or ambiguous situations

4. Communication

Key Actions

- Communicates with others in a positive and influential manner
- Ensures relevant information is communicated to the right people, in the right style, at the right time

5. Building Effective Relationships

Key Actions

- Works with club members and other partners in a manner which gives them confidence in your intentions
- Understands & meets partner needs
- Keeps partners updated
- Takes responsibility for partner satisfaction