





## **Person Specification**

## **LIVINGSTON & DISTRICT AAC Club Together Officer**

Factor	Essential	Desirable
Qualifications and Attainments	Driving Licence	<ul> <li>Level 2 UKA Coaching         Qualification or equivalent</li> <li>Sports related         degree/qualification or         relevant experience</li> <li>Access to transport</li> <li>First aid certificate</li> </ul>
Experience & knowledge (in an employed or voluntary capacity)	<ul> <li>Experience of working within a volunteer club environment</li> <li>Experience of working effectively with partners</li> <li>Experience and knowledge of working with volunteers</li> <li>Knowledge and understanding of issues affecting athletics clubs</li> <li>Experience of initiating, developing and evaluating projects</li> <li>Experience of supervising projects and people</li> <li>Knowledge and understanding of sports development pathways (LTAD)</li> </ul>	<ul> <li>Experience of working in a sports development environment</li> <li>Knowledge of national sporting/physical activity initiatives &amp; strategies</li> <li>Knowledge and understanding of athletics development pathways</li> </ul>
Competencies - Skills & Knowledge		
Leadership:	<ul> <li>Ability to remain open to ideas</li> <li>Ability to motivate others to take action/participate</li> </ul>	
Managing Delivery:	<ul> <li>Be able to plan and prioritise workloads</li> <li>Ability to manage resources to ensure work is completed efficiently</li> <li>Be proactive in improving existing activities and processes</li> </ul>	

Change Management:	<ul> <li>Be able to successfully adapt to and works effectively with changing situations</li> <li>Experience of working with a variety of different groups</li> </ul>	
Relationship Building:	Ability to work with club members and other partners in a manner which gives them confidence in your intentions	
Communication & Organisation:	<ul> <li>Excellent organisational skills</li> <li>Ability to communicate with others in a positive and influential manner</li> <li>Ability to ensure relevant information is communicated to the right people, in the right style, at the right time</li> </ul>	
Additional Requirements	<ul> <li>IT skills and experience</li> <li>Ability to undertake flexible working hours</li> <li>Satisfactory Disclosure Scotland / PVG Check</li> </ul>	Experience of sourcing and securing funding