



scottishathletics Ltd

Information for applicants for the position of

Coaching Coordinator

(37hrs per week)
Salary circa £28,000

Introduction

“Perform When It Counts” is the strategy for **scottishathletics** – the Governing Body for Athletics in Scotland, covering the period 2015 to 2019. It is very deliberately positioned as a high level strategy providing aspiration, leadership, structure, and shaping the resources and work of **scottishathletics**. It builds on a successful phase of development and achievement from 2010 to 2014, with more success being achieved in 2015 and 2016.

Perform When It Counts is all about achieving and delivering excellence at all levels of athletics – for all, and across all disciplines of the sport. This integrated approach is central to the philosophy behind the strategy.

There are 152 athletic clubs in Scotland with a total membership of around 24,000. The clubs vary in size from small informal clubs with a handful of members to long-established clubs whose membership exceeds 600. Some clubs specialise in particular disciplines, and others cater for all aspects of athletics. In addition, there are 450 **jogscotland** groups and 30,000 members.

Our Vision

Perform When It Counts further details the role that **scottishathletics** will play in the period 2015 to 2019 to realise our Vision:

Lead, develop and deliver the athlete pathway in all communities in Scotland, ensuring that it:

- Provides opportunities for all in learning, competing and contributing – at the level that is appropriate for them
- Identifies and supports athletes with potential to perform on the world stage
- Supports strong and sustainable clubs at the centre of development and delivery
- Motivates and supports our coaching community to excel at all levels
- Provides the right competition at the right level within the right environment
- Recruits and retains more people within the athletics community – performing in all roles
- Is resourced, managed, and governed to an excellent standard

Staff

scottishathletics employs 27 members of staff and 26 Club Together Officers.

Conditions of Employment

The successful candidate will be based at the **scottishathletics** office at Caledonia House, South Gyle, Edinburgh EH12 9DQ.

Salary

The starting salary offered for the post will be circa £28,000 depending on the experience of the successful candidate. Annual pay awards will be made in accordance with the salary review procedures agreed by the **scottishathletics** Board of Directors.

Hours of work

The person appointed will be expected to work for 37 hours a week. Due to the nature of the post, there will be a requirement to work evenings and weekends, however this will be arranged in advance with your line manager and will take account of the normal, agreed hours of work.

Pension

scottishathletics operates a qualifying group pension scheme for auto-enrolment purposes and will match the successful candidates' contribution up to a maximum of 6% of salary, including the legal minimum contributions required.

Annual Leave and Public Holidays

The annual leave entitlement for this post is 25 days, increasing to 30 days after five years' service. In addition, the public holiday entitlement is 10.5 days. Annual leave may be taken by prior arrangement with the line manager.

Travel and Subsistence

The postholder may be required to travel to meetings within Scotland and occasionally in the UK. Travel and subsistence will be reimbursed at **scottishathletics** current rates.

Probationary Period

All new members of staff will serve a six month probationary period before their appointment is confirmed.

Notice

This post carries a three month period to terminate employment after the satisfactory completion of the probationary period.

The Role and Responsibilities of the Coaching Coordinator

Responsible to: Head of Coach Development

Responsible for: Implementing National qualifications programmes across Scotland through the delivery and development of a high quality and qualified workforce for **scottishathletics** and **jogscotland**.

Key tasks will include:

- Plan, coordinate and ensure effective implementation of National Coach Qualification programme in Scotland.
- Plan and coordinate all **jogscotland** courses in consultation with Head of Development and **jogscotland** Development Officer
- Support the HoCD with the planning, preparation and delivery of coach development programmes and activities
- Plan and coordinate the delivery of the National Teacher Education Programme for Primary and Secondary teachers
- Increase the number of, quality and diversity of athletics coaches in Scotland
- Responsible for the recruitment, development and deployment of tutor workforce
- Appraise new and existing tutors, and devise personal development action plans for each
- Ensure quality control of course delivery and internal verification of assessor workforce within practical delivery of courses
- Practical delivery of UKA qualifications courses, as and when required (or ability to work towards this once appointed)
- Deliver the coach education programme within the allocated budget
- Use **sportscotland's** Coaching Scorecard to continually evaluate **scottishathletics** coach education programme and drive quality improvement in athletics coaching in Scotland
- Align annual key performance indicators to the objectives of 'Coaching Scotland' and 'Perform When It Counts'
- Ensure data is collated effectively within the area of coaching, in producing quarterly and annual reports for HoCD, and ad-hoc reporting
- Develop and improve the promotion, communication and booking of courses
- Responsible for the production and distribution of Coaching Zone and the management of Movement Dynamics licences

- Substitute HoCD in representing **scottishathletics** on UK Coach Steering Group and other forums, as required
- Support responsibilities for the Coaching and Welfare Administrator

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	Educated to degree level or equivalent work experience Relevant Coaching qualification(s) – NGB related desirable Holder of a current, full UK driving licence and use of a vehicle PVG Certificate	An understanding of Scottish Sport or athletics Safeguarding and Protecting Children Course (within two months of appointment)
Work and other experience	Planning and delivery of development programmes in sport Excellent knowledge of coaching and learning principles Proven track record of working collaboratively within a multi discipline team Experience of administrative work, including Microsoft Office and databases Assessment and quality assurance procedures An understanding of finance Liaison and management of volunteers	Understanding of relationships between Governing Bodies of sport and external partners Demonstrable experience of successfully coordinating coach development frameworks/programmes Professional use of social media
Skills	Excellent presentation, written and verbal communication skills Sound administration and information technology skills	Ability to adapt and respond to a variety of situations and people in order to meet changing priorities and different ways of working

	<p>Ability to build relationships with colleagues both within scottishathletics and partners</p> <p>Ability to self-manage & work proactively across multiple projects and deliver projects to required time scales</p> <p>Team player with ability to work well with others</p>	<p>Initiate and develop practices, analyse and use judgement to identify best solutions</p> <p>Proven negotiating skills</p> <p>Strong influencing skills</p>
Disposition and Personal qualities	<p>Strong team player</p> <p>Enthusiastic, energetic, hard working and reliable</p> <p>Ability to work flexible hours</p> <p>Resilient and determined</p> <p>Attentive to detail</p> <p>Quick to learn and able to work with a minimum of supervision</p>	<p>A keen interest in sport</p>

Application Process

Applicants should apply by submitting the application form, covering letter (addressing how the applicant's skills and expertise fit with the job role and person specification) and equal opportunities form, marked "private and confidential", to Dawn Allan, Head of Operations, (or email to dawn.allan@scottishathletics.org.uk) at

scottishathletics Limited
Caledonia House
South Gyle
Edinburgh
EH12 9DQ

The closing date for applications is **12 noon on Monday 10th July 2017** with interviews taking place during week commencing 17th July 2017. Applications received after the closing date will not be considered.

scottishathletics is an equal opportunities employer.



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