



ENGLAND ATHLETICS

## National Club Development Officer

### Job Description

#### Job purpose

To lead the Athletics Networks programme and management of other club development programmes and policies in England aimed at raising standards in club delivery. In addition, to act as the England Athletics lead on road running.

#### Location

Flexible

#### Key Interface

Members of England Athletics national senior management team, other England Athletics staff, UKA development teams, Athletics Networks, Regional Council members, athletics clubs and associations, UKA licensed coaches, local authorities, County Sport Partnerships, Sport England, road race organisers, road running portfolio holders, RunBritain, other sponsors and agencies.

#### Budget responsibility

Delegated budgets and small operating budget. Sums to be confirmed.

### Principal duties and responsibilities

#### Key tasks

- ◆ To effectively lead the Athletics Networks programme nationally and to develop all policies aligned to this work including development of templates, best practice, benchmarking, national selection panel, funding processes and national network events.
- ◆ To manages interface with UKA around programmes for clubs such as Superskills / club Induction programmes, Star track and Sportshall athletics.
- ◆ To lead Clubmark policy and to communicate process and liaison with areas.
- ◆ To liaise, guide and mentor Club & Coach Support officers as part of national network approach (in partnership with Head of Coaching & Development).
- ◆ To develop national continuing professional development/leadership programme for Athletics Network club leaders.
- ◆ To work in partnership with the Head Of HR and Head of Coaching & Development in development of appropriate technical training for regional Club & Coach Support Officers.
- ◆ To liaise closely with other NGBs to learn and share ideas, best practice around club development.
- ◆ To work with the National Communications Officer to ensure high quality of club pages on the England Athletics website and maintain regular updates.
- ◆ To support culture of continuous improvement in service delivery.

#### Road running responsibilities

- ◆ To manage the England Athletics road running funding programme, working with the England Athletics road running portfolio group.

- ◆ To work closely with the Run Britain Business Manager to communicate to the road race organisers and road running clubs in England.
- ◆ To seek opportunities to extend Athletics Networks to embrace road running programmes.
- ◆ To oversee our London Mini Marathon programme, working with Team Leaders, CCSOs and regional councils as appropriate.

### Health and safety, customer care and equal opportunity statement

All staff are expected to maintain high standards of customer care in the context of the England Athletics Core Values, to uphold the Equality and Diversity Policy and health and safety standards and to participate in training activities necessary to their post.

### Other duties

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer. The responsibility level of any other duties should not exceed those outlined above.

### Post title, grades and number of any staff supervised by the post holder

None.

There may be a requirement, in the future, for this postholder to manage or supervise staff according to the needs of the business.

### Post holder's immediate supervisor

Head of Marketing and Strategy, England Athletics

### Person specification

A = Application T = Test I = Interview

AREAS OF RESPONSIBILITY	REQUIREMENTS	MEASUREMENT		
		A	T	I
<b>Qualification</b>	It is desirable to have a Degree Level Qualification such as Sports Development, Business Management or other relevant subject  Evidence of Continuing Professional Development  Driving Licence			
<b>General Experience</b>	Detailed knowledge and experience of voluntary sports club sector.  Experience of working in partnership with organisations in the public, private and/or voluntary sector  The ability to deliver corporate strategy goals and objectives effectively with clubs and club committees  The ability to devise and develop methods and processes at club level to enable corporate strategies to be delivered effectively  A considered and confident approach, with proven ability to motivate and lead others  Knowledge and experience in relation to social inclusion and/or community development, preferably in a local government environment  Knowledge and experience in relation to the English road running environment			

AREAS OF RESPONSIBILITY	REQUIREMENTS	MEASUREMENT		
		A	T	I
<b>Skills Knowledge</b>	<p>Proficient in the use of all Microsoft programmes to produce documents such as letters, memos, graphs etc</p> <p>Proven ability to work in a pressurised environment under own initiative</p> <p>Excellent organisation and prioritisation skills</p>			
<b>Customer care</b>	<p>Ability to demonstrate effective communication face to face, in meetings and on the telephone when dealing with a wide range of customers including volunteers, colleagues etc.</p> <p>Strong evidence of commitment to consultation and involvement of all stakeholders</p> <p>Able to demonstrate skills to improve services and performance</p>			
<b>Strategic and Operational issues</b>	<p>Able to think strategically and make clear decisions on complex issues</p> <p>Proven track record of developing strategies that meet service delivery plan and organisational objectives</p>			
<b>Communication</b>	<p>Ability to present complex written and verbal information in a clear and concise manner</p> <p>Strong presentational skills and ability to promote the organisation with a wide range of individuals and external contacts using a variety of methods</p> <p>A considered and confident approach, with proven ability to motivate and lead colleagues</p> <p>Good interpersonal skills</p> <p>A concern for the promotion of good working relationships</p>			
<b>Financial planning and control</b>	<p>Experience of successful management and preparing of budgets</p> <p>Knowledge and understanding of Financial Regulations and controls</p>			
<b>Project and Programme Management</b>	<p>Evidence of managing projects using standard methodology to track and deliver results</p> <p>Knowledge and practical experience of using IT as analytical and management tools</p>			
<b>Job Circumstances</b>	<p>Willingness to work outside of normal office hours when required</p> <p>Ability to work without direct supervision and evidence of good organisational and time management skills, decision making and communication skills</p>			
<b>Equality and Diversity</b>	<p>Equality and Diversity Evidence of a strong commitment to equality of opportunity policies and practices</p> <p>Evidence of achievement in delivering equal opportunity policies and practices</p>			

Closing date 14th January 2009 (interviews from w/c 19th January)