

Welsh Athletics Job Description

Job Title:	Club Development Officer
Responsible to:	Head of Development & Participation
Location:	South Wales (regional field-based position) with head office at Cardiff International Sports Campus
Responsibilities:	Club Support, Schools and Athletics Development
Overall Purpose of the role:	To support clubs in their development and drive the progression of the Welsh Athletics Club Modernisation programme. Support and align the development of athletics across key communities of Wales

Key Responsibilities:

- To deliver the key objectives of the 2019 – 2026 A Vision for Athletics in Wales Strategy and report progress to the Acting Head of Development & Participation on a regular basis
- Support clubs in the implementation and delivery of club modernisation programmes. Work with key athletics clubs across the area covered to create individual development plans, and assist clubs in the delivery of these plans
- To promote innovation and collaboration within the regional area
- To strive to increase club membership in line with annual targets and through various intervention programmes
- Lead on the creation and implementation of a plan for the development of athletics in the area/region covered
- Develop, establish and implement a communications network with clubs, schools, local authorities and all key stakeholders in the area/region covered
- Support clubs, volunteers, and school districts to develop a sustainable competition programme
- Work with Local Authorities and key LA staff to establish common objectives to facilitate the development of athletics locally
- Where appropriate, work with clubs to facilitate School - Club links to increase club membership and extend athletics opportunities
- To support the roll out of Welsh Athletics' physical literacy program Starting Blocs, via working with clubs, LA's & private providers
- To support the Junior Athlete Voice forum, facilitating activity and projects driven by the group

- To uphold the organisational values of Welsh Athletics and to contribute to the working and welfare of the staff team

This job description describes the principal purpose and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently, but it is not intended as a wholly comprehensive or permanent schedule.

Benefits Package

Job title	Club Development Officer (South Wales)
Salary	£19-24,000, pro rata
Tenure	fixed term 6-month contract
Holiday	12.5 paid days leave plus 8 days paid for bank holidays
Hours	Full time (37 hours per week over 7 days); fixed term January – June Flexible working patterns are available, and the role will involve working some evenings/weekends within the 37-hour week
Other benefits	Company Pension Plan (employer matching up to 6%) Free onsite parking at our office locations (NIAC, CISC, POD) Funded training & career development opportunities
Notice period	1 month notice

PERSONAL PROFILE

COMMUNICATION	Possesses excellent verbal and written communication skills. Is able to form and develop relationships with key partners. Wins concessions without damaging relationships.
STRATEGIC AWARENESS	Has strategic awareness whilst retaining an objective oriented approach to the work in hand. Flexible in approach to changing conditions.
DRIVE AND ENERGY	Committed to the development of the sport and has a flexible approach to work (note: this position will involve working unsociable hours). Willing to take on and enjoy new challenges. Proactive, able to work under own initiative and be self-motivated.
TEAM WORK	Is able to contribute positively to a wider staff team and capable of developing strong and effective relationships that foster productivity.
PLANNING & DECISION MAKING	Excellent organisational and personal time planning skills. Is able to prioritise work load. Is thorough and logical in their approach to decision making.
INTEGRITY	Is fair and equitable, ethical and honest in approach. Treats people with respect. Protects confidential information. Trustworthy. Adheres to Welsh Athletics policies and demonstrates loyalty to the organisation.

CUSTOMER FOCUSED	Strongly customer focused and aware of their needs and expectations. Develops and maintains excellent relationships with key partners.
EXPERIENCE & SKILLS	Excellent organisational skills and ability to work on own initiative. Ability to work closely with colleagues and external partners to deliver results. Innovative and confident in their ability to contribute to the development team and suggest new and smarter ways of working. Experience of working in Sports Development would be an advantage.
SPECIFIC REQUIREMENTS	Willing to work irregular hours on occasions, including some weekend work. Demonstrates a full understanding of key athletics initiatives and the function of a sporting governing body. Own transport is required.
IT SKILLS	Computer literate in respect of accessing and reporting from databases, searching and navigating the internet and proficient in core Microsoft Office software.

Want to join our team?

Please read the role profile carefully, particularly the essential education, skills & experience required to be successful before visiting our website to begin your application at:

<https://welshathletics.peoplehr.net/JobBoard>

Closing date for applications: 4th January 2022

Interviews to be held in Cardiff: W/c 10th January 2022

We reserve the right to close vacancies before the specified closing date, should a large number of applications be received. Please apply early to avoid disappointment.

We appoint using an open and transparent system based on current best practice and if you need any assistance in completing your application or require an alternative format, contact: **Rob Sage** - Rob.sage@welshathletics.org

Please note, We are committed to **safeguarding** and promoting the **welfare** of children and young people and expect all staff and volunteers to share this commitment.

We are committed to **inclusion** and embrace the spirit of all **equalities** legislation. Where possible we will always make reasonable adjustments for accessibility to anyone who requires it.

We are not able to offer visa sponsorship and all applicants must have the **right to work in the UK** to apply and be considered for this role. If you are a non-UK/EU National, you must have an appropriate working Visa to undertake employment.

Your **personal data** will be held for up to two years and used for Welsh Athletics recruitment purposes only, either alerting you to new vacancies or processed in accordance with a vacancy you later apply for.

We will never pass your details to third parties. To find out more about how we respect your privacy, please visit our web page '[Privacy, Cookies & Copyright](#)'. For more information about Welsh Athletics, visit our web site and the page '[About Us](#)'.