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## Welsh Athletics Job Description

<b>Job Title:</b>	Participation Officer (Maternity cover)
<b>Responsible to:</b>	Head of Development and Participation
<b>Location:</b>	National (flexible location) with head office at Cardiff International Sports Campus
<b>Responsibilities:</b>	Participation Development

### Overall Purpose of the role:

To be responsible for the Run Wales social running programme – ensuring its objectives are aligned to Welsh Athletics, Welsh Government and Sport Wales vision and strategies.

### Key Responsibilities:

- To support lead Participation Officers with current programmes of work
- To support running groups across Wales (with a focus on South and West Wales), through sharing of best practice and facilitating their ongoing development
- To assist on the delivery of an annual Run Wales conference
- In conjunction with the Coach Development Manager, ensure there are sufficient opportunities for Run Leaders to gain development opportunities
- In conjunction with the Coach Development Manager, ensure that there are sufficient Run Leader qualification courses are available to meet demand
- Help support the creation of an insight platform relating to health and physical activity metrics
- Work with the Communications Team at Welsh Athletics to promote Run Wales / Clwb Run Wales and help advocate the benefits of running
- Work with the Communications Team at Welsh Athletics to monitor key social media activity and develop strong online / social presence for all key activities
- Establish and maintain strong links with key stakeholders e.g. Sport Wales, Local Authorities

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- To provide regular updates to the Head of Development and Participation on emerging risk and challenges
- Where appropriate, liaise with race and event organisers to ensure increased participation opportunities across Wales
- To work with the running community to further build and develop the Big Social Run
- To uphold the organisational values of Welsh Athletics and to contribute to the work and welfare of the staff teams
- Work to provide support for the formation of new running groups across Wales, driving participation in order to provide opportunities for all to take part.
- To help create a network of female running opportunities across Wales
- To work with the Welsh Athletics competition's department to help support and deliver specific running events and activities
- To support the national roll out of The Daily Mile within primary schools across Wales.

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

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	Adheres to Welsh Athletics policies and demonstrates loyalty to the organisation.
<b>CUSTOMER FOCUSED</b>	Strongly customer focused and aware of their needs and expectations. Develops and maintains excellent relationships with key partners.
<b>EXPERIENCE &amp; SKILLS</b>	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.
<b>SPECIFIC REQUIREMENTS</b>	Willing to work irregular hours on occasions, including some weekend work. Demonstrates a full understanding of key athletics and running initiatives and the function of a sporting governing body.
<b>IT SKILLS</b>	Computer literate in respect of accessing and reporting from databases, searching and navigating the internet and proficient in core Microsoft Office software.

### EMPLOYMENT BENEFITS

<b>JOB TITLE</b>	Participation Officer
<b>TENURE</b>	Fixed term 15 month contract
<b>AREAS</b>	<b>All Wales</b>
<b>SALARY</b>	£23,000 plus pension contribution
<b>ANNUAL PAID HOLIDAY</b>	25 days (pro rata) plus statutory Bank Holidays, Up to 5 days can be carried over on request.
<b>HOURS</b>	Up to 30 hours a week
<b>OTHER BENEFITS</b>	Pension contribution Ongoing personal training & development opportunities
<b>NOTICE PERIOD</b>	1 months' notice is required during this contract period