

Role Description – Junior Leader & School Links Co-ordinator



fife athletic club

www.fifeac.org



Junior Leader & School Links Co-ordinator

The Junior Leader & School Links Co-ordinator will specialise in building links with local schools in order to recruit new athletes through after school clubs, Star:track, Sportshall, Run, Jump Throw Clubs, Giant Heptathlon and other such activities. There may also be opportunity to liaise with local colleges and the University.

Ideally, you'll need to be:

- UK Athletics CRB checked
- Familiar with club coaching structures
- Communicative
- Familiar with Star:track, Sportshall, Run, Jump Throw Clubs, Giant Heptathlon and other induction programme
- Well-organised

What you will do:

- Act as a liaison with external partners such as Local Authority, Schools, Active Schools and **scottishathletics**
- Undertake appropriate training to the role, i.e. Safeguarding and Protecting Children training
- Be a key point of contact for new athletes and ensure they go into appropriate training groups
- Represent the junior section of the club at relevant meetings
- Ensure **scottishathletics** Accreditation Scheme pack is kept up to date (with Club Ambassador) and implemented across the club
- Liaise with local colleges and universities, taking advantage of opportunities to promote the club or network of clubs at Freshers' weeks and other events to recruit potential athletes, coaches, volunteers and officials
- In liaison with the club coaching committee, coordinate the provision of coaching at after school clubs (satellite clubs), helping transition from school to club

How much time will it take?

This role in most cases will take between 1-2 hours per week, mainly in the evenings and weekends, with additional time if you are attending competition. If you are also doing additional coaching at schools, an additional 2-3 hours of time may be required per week.

What you'll get out of it:

The satisfaction of being part of a team which is developing a thriving junior section. In addition, the experience of running community-based activities and recruiting new athletes can provide essential skills that may help in the job market.

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JOB TITLE: Junior Leader & School Links Co-ordinator

RESPONSIBLE TO: The Club Management Committee

SKILLS REQUIRED:

- Good communication and motivation skills
- Knowledge and experience of **scottishathletics** induction programmes
- Organised
- Experience or potential in working with young people

MAIN DUTIES:

- 1) To lead junior club development work including the coordination of junior club development plans
- 2) Act as a liaison with external partners such as Local Authority, Schools, Active Schools and **scottishathletics**
- 3) Ensure **scottishathletics** Accreditation Scheme pack is kept up to date (with Club Ambassador) and implemented across the club
- 4) Liaise with local colleges and universities, taking advantage of opportunities to promote the club or network of clubs at Freshers' weeks and other events to recruit potential athletes, coaches, volunteers and officials

SIGNATURES:

Junior Leader & School Links Coordinator:

SignedDate

President:

SignedDate