



scottishathletics Ltd

Information for applicants for the position of

Head of Development

(37 hours per week)

Salary circa £45,000 plus benefits

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 26 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 £45,000 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 per week. Due to the nature of the post, there will be a requirement to work regularly in the evenings and at weekends.

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 post holder will be required to travel to meetings within Scotland and the rest of the UK, with occasional overseas travel. 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 Roles and Responsibilities of the Head of Development

Responsible to:	The Chief Executive Officer
Line management of:	National Club Development Managers Disability Development Officer Officials Development Officer jogscotland Development Officer

Background

The Head of Development is a critical role within **scottishathletics**, and is responsible for leading the Development Team and associated projects and programmes to ensure the athletics community of Scotland is supported, and empowered to grow and develop the sport across all levels of participation.

The primary focus of the Head of Development is to develop the key support programmes with a particular emphasis on clubs, coaches, officials and facilities, as well as structures to develop a high quality 'pathway' for athletes and coaches that will ensure all athletes and coaches in the relevant area have no barriers to their progression other than their own ability and ambition.

Key tasks will include:

- Work as a core member of the senior management team along with the CEO and Board to successfully deliver the key outcomes identified within the National Strategy, *Perform When It Counts*, as well as planning for the next cycle
- Lead and empower the Development Team staff to deliver a fully integrated club and coach-centred approach to the development of the sport in Scotland
- Further evolve, develop and deliver the core **scottishathletics** club support programmes including Club Together, Club 20:20 and the Club Leaders Academy
- Work with the coaching and performance teams to ensure the implementation of an innovative and effective coach development programme, that empowers and supports a network of coaches that will help improve athletes throughout the coaching pathway
- Ensure an effective programme of recruitment and retention for technical officials within athletics in Scotland is in place and working
- Further lead and develop the CPD and qualifications opportunities for technical officials in Scotland in partnership with the Officials' Commission
- Work with the Performance Team to further develop the talent pathway and talent environment projects with clubs, coaches and athletes
- Ensure the effective implementation of the National Facilities Strategy that was launched in November 2015
- Work with key partners and sponsors to ensure the agreed outcomes are achieved for the mutual benefit of all

- Ensure a clear system of monitoring outcomes and effectiveness of key projects against national strategy targets

This job outline 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	<p>Educated to a degree level in a related discipline and at least 5 years' experience in a sporting environment</p> <p>OR</p> <p>Significant and evidenced experience in a sporting environment</p> <p>Full driving license</p>	Athletics coaching qualifications (Level 2+)
Experience	<p>Strong knowledge of national sporting structures, programmes and agencies</p> <p>Proven experience of effectively leading teams of paid staff and volunteers in complex environments</p> <p>Proven experience of developing strategies and plans, and effectively implementing them</p> <p>Proven experience of establishing, building and maintaining highly effective relationships with external groups, organisations and individuals</p> <p>Proven experience of successfully developing and implementing innovative ideas and delivering them into practice</p> <p>A proven ability to communicate complex information, orally and in writing, in terms that are easily understood by a range of audiences and stakeholders</p> <p>A proven ability to manage budgets as well as a number of projects</p>	<p>Strong knowledge of athletics in Scotland</p> <p>Experience of involvement with organising and managing events</p>
Knowledge	Ability to demonstrate a high level of knowledge and competence within club and coaching environments	A Good level of experience and knowledge within coaching environments and performance sport

	<p>Knowledge and understanding of the needs of club leaders, coaches, technical officials and athletes</p>	
<p>Skills and Abilities</p>	<p>An ability to motivate and support individuals and groups, together with practical experience of managing staff and multiple stakeholders</p> <p>Excellent interpersonal skills, able to communicate effectively with a wide range of people and develop good working relationships in a complex stakeholder group</p> <p>Ability to review and plan strategically, and to deliver change</p> <p>Ability to manage time effectively and prioritise workload to meet deadlines</p> <p>A positive attitude to Information Technology in carrying out the responsibilities of the post with working knowledge of Microsoft Word, Excel, PowerPoint and Email</p> <p>Excellent problem solving and decision-making skills</p> <p>A creative thinker with the tenacity and confidence to see things through to implementation and completion</p> <p>An ability to work under pressure, and to balance conflicting demands and meet tight deadlines</p>	
<p>Personal Disposition</p>	<p>Exceptional interpersonal skills such as the ability to influence, persuade and present compelling cases for improved practices amongst relevant stakeholders</p> <p>Strong desire to excel at whatever task is at hand, seeking to achieve very high levels of professionalism and quality standards</p> <p>Personal integrity and the ability to invoke trust and respect from others</p> <p>Highly motivated with a passion for improvement and for sport</p>	

	A positive attitude to Information Technology in carrying out the responsibilities of the position	
--	--	--

Application Process

Candidates should apply by submitting the application form, covering letter and equal opportunities form, marked "private and confidential", to Dawn Allan, Head of Finance and Business Services, (or emailed to dawn.allan@scottishathletics.org.uk) at

scottishathletics Limited
Caledonia House
South Gyle
Edinburgh
EH12 9DQ

The closing date for application is **noon on Friday 11th November 2016** with interviews taking place week commencing 21st November 2016.

Applications received after the closing date will not be considered.

scottishathletics is an equal opportunities employer.