

Job Title:	Every Body Active Athletics Coach – Antrim and Newtownabbey
Responsible To:	Running Participation Officer
1.0 Job Purpose	
<p>To develop, deliver and coordinate programmes and initiatives that aim to achieve the objectives of Every Body Active 2020 in Antrim and Newtownabbey. This will involve increasing the number of quality opportunities for targeted groups to develop and sustain participation in sport across key life-course transitions with a specific focus on women and girls, people with a disability, and those living in areas of high social need on the basis of their continued under-representation in sport.</p>	
2.0 Specific Responsibilities	
<p>Coordinate and deliver programmes and initiatives that aim to achieve the objectives of Every Body Active 2020 (EBA).</p> <p>Work with the Athletics NI Coach &amp; Athlete Development team to develop a range of initiatives that enable volunteers and clubs to deliver a standard curriculum that meets the needs of identified groups of participants.</p> <p>Act as a resource and example of best practice with respect to the delivery of participation initiatives and curriculum that cover youth development, running and physical preparation.</p> <p>Work with the Athletics NI Coach &amp; Athlete Development team to develop a robust pathway for sustained participation that supports participants and clubs with a specific focus on identified life course transition points and underrepresented groups.</p> <p>Support volunteers, clubs and other organisations to deliver the participation pathway and associated curriculum by engaging in volunteer, coach and club development initiatives.</p> <p>Work with partners to encourage sustained participation in Athletics with a specific focus on life-course transition points and identified target groups.</p>	
3.0 General Responsibilities	
<p>Ensure the implementation of effective monitoring and evaluation systems for EBA.</p>	

Liaise with relevant staff and volunteers to agree facility availability and access for the delivery of all sessions.

Manage the equipment inventory purchased for the delivery of all coaching sessions.

Keep up to date with coaching and technical developments.

Work as part of a team to implement Athletics NI's strategy contributing to the development of Athletics NI and participate in organisational training, staff reviews, CPD etc.

Implement appropriate Health and Safety and Child Protection policies and procedures in order to ensure a safe, effective and friendly environment at all sessions.

Undertake all reasonable administrative duties directly relating to Every Body Active (e.g. finance, marketing, committee meetings, fundraising).

Any other duties as may be allocated as appropriate to the post.

Provide the Athletics NI Coach Development Lead with concise progress reports relating to agreed monthly, quarterly and annual work programming schedules.

To be responsible on a day-to-day basis to Athletics NI Running Participation Officer.

## Personnel Specification

1.0 Qualifications & Attainments	
<b>Essential</b> <ul style="list-style-type: none"><li>• Athletics Coaching Qualification at UKA old Level Two or Athletics Coach Award or equivalent</li><li>• Valid First Aid Certificate or ability to achieve one within six months of being appointed</li></ul>	<b>Desirable</b> <ul style="list-style-type: none"><li>• Sports related degree</li><li>• Have completed a British Athletics Event Group Endurance Online module</li></ul>

2.0 Relevant Experience	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• A minimum of 2 years sports coaching experience, ideally in a range of environments including schools/clubs/youth clubs/community settings</li> <li>• Experience of organising / leading coaching sessions to both participants and athletes</li> <li>• Experience of monitoring and evaluating the impact of sessions/programmes</li> <li>• Experience of using Microsoft Office</li> <li>• Experience of using a computer for managing databases and work programmes</li> <li>• Experience developing and documenting Athletics related curriculum and resources</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience of providing coach development opportunities</li> <li>• Experience of mentoring and/or supervising volunteers/coaches</li> <li>• Experience delivering on Athletics NI Participation initiatives eg Primary School Cross Country, Startrack, Buggy Club, Sportshall Athletics, Rising Stars</li> </ul>
3.0 Knowledge & Understanding	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Good knowledge of Athletics in Northern Ireland</li> <li>• An understanding of Long Term Athlete Development (LTAD) and implications for coaching</li> <li>• An understanding of British Athletics Athlete Development Model</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• An understanding of athlete pathways</li> <li>• An understanding of school/club links and the education sector</li> <li>• Awareness of sporting provision and priorities within the local area</li> <li>• A knowledge of Sports Development including club and coach development opportunities.</li> </ul>

<ul style="list-style-type: none"> <li>• Ability to evaluate sessions and provide quality feedback to participants and volunteers</li> <li>• Understanding the needs of target groups including females, people with a disability and those living in areas of high social need</li> <li>• A sound understanding of child protection and health and safety principles, policies and procedures.</li> </ul>	
<p>4.0 Special Aptitudes</p>	
<p>Essential</p> <ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills</li> <li>• Strong planning and organisational skills, including time management, prioritising workload and decision-making</li> <li>• Self-motivated with the ability to enthuse a wide range of participants</li> <li>• Ability to manage a group of participants effectively</li> <li>• Ability to work independently and as part of team</li> <li>• Reliable and dependable.</li> </ul>	<p>Desirable</p>
<p>5.0 Circumstances</p>	
<p>Essential</p> <ul style="list-style-type: none"> <li>• Ability and willingness to work unsociable hours, including evenings and weekends</li> <li>• Hold a Full Driver's Licence and have access to own transport for work purposes</li> <li>• Available and willing to undertake training necessary for the post.</li> </ul>	

