

**Main duties and responsibilities:**

<b>Job Title:</b>	<b>Part Time National Athletics Development Officer</b>
<b>Reporting to:</b>	C P Sport Chief Executive Officer
<b>Salary Range:</b>	£13,500 - £14,500 per annum
<b>Location:</b>	Flexible, National Office: Nottingham
<b>Type of contract:</b>	Part Time Employment (17 hours per week) 2 year contract with extension subject to funding
<b>Purpose:</b> The job holder will be responsible for developing athletics opportunities for those with cerebral palsy and other associated impairments. The aim is to provide increased participation and coaching experiences centred around the individual needs of participants.	
<b>Job Description: Main duties and responsibilities:</b> The Athletics Development Officer will manage, co-ordinate and take overall responsibility for the implementation of the C P Sport Athletics Strategic Plan.	
<b>Developing Participation and Opportunities</b> The organisation and running of competition programmes for all levels of ability Developing and implementing well structured and progressive coaching programmes that will support coaches and athletes and increase participation Developing people: offering specialist advice and training to individuals, volunteer workforce, coaches, parents etc. Identify gaps in mainstream provision and ensuring equality and diversity in all areas of work Research into areas for new developments and extension of opportunities within athletics for promoting and developing athletics disciplines particularly suitable for those with cerebral palsy (jav ball, spungdis, club throwing, precision throwing, slalom, racerunner).	
<b>Developing People</b> Working with C P Sport Development Staff develop advisory and training service as it specifically relates to working with athletes with cerebral palsy As appropriate and in consultation with coaches, produce personal athlete development training plans and track progress of individuals Assist in the identification of talented young people and encouraging further development and signposting to relevant clubs and organisations.	
<b>Developing Strategic Alliances</b> Develop strong and effective alliances with other organisations to support the implementation of the C P Sport Athletics Plan Developing relationships and providing sustainable links with other agencies, wider community groups and key personnel (sports development officer, regional disability athletics officers, schools) Service athletics technical committees as appropriate (eg NDSO/UKA forum) Maintain current knowledge of relevant National Governing body programmes, policies and practices	

**Communication and Marketing**

In association with C P Sport Staff members establish effective internal and external communication system and maximise opportunities for the promotion and marketing of the disability athletics plan throughout England

In consultation with other staff and management, review and update cp technical manuals and policies and procedures as appropriate to athletics events

**Accountability**

Provide written progress reports as required by C P Sport Management  
Adhere to and implement quality assurance and monitoring systems and risk assessments

Carry out administrative duties as necessary: records, results etc.

Ensure adherence and compliance in respect to data protection and confidentiality.

*The above is provided for guidance and is not an exhaustive list of all accountabilities that the role holder may have. The duties may include any other reasonable tasks required by the Board.*

**C P SPORT NATIONAL ATHLETICS DEVELOPMENT OFFICER**

<b>Education/qualifications</b>	Educated to degree level or equivalent Holds a Level 2 Coach qualification Valid UK driving licence Experience of disability athletics	E
<b>Experience</b>	Experience of coaching in a wide range of environments including schools, clubs and community settings  Experience of creating effective partnerships	D
<b>Skills</b>	Excellent inter-personal and diplomatic skills and the ability to communicate with people at all levels  Team building and motivating skills Independent working, self motivated, flexible  ICT literate including experience in the use of Excel, Word and	E

	<p>database packages</p> <p>Ability to facilitate meetings</p> <p>Communication written and oral</p> <p>High level of expertise to deliver structured and organised athletics programmes: Coaching skills Competition scheduling</p>	
	<p>Excellent planning and organisational skills and ability to monitor and evaluate programmes</p> <p>Experience of working with external organisations at local, regional and national levels</p>	D
<b>Understanding</b>	<p>Good understanding of Child/Adult Protection, Health and Safety and Sports Equity Principles Policies and Procedures</p>	E
	<p>Knowledge of relevant governing body programmes, policies and practices</p> <p>Relevant knowledge and experience of sports development</p> <p>Qualified to tutor/assess coaches</p>	D
	<p>Ability to work efficiently on own initiative and maintain a high standard of work</p>	E
	<p>A flexible attitude to working, willing to work evenings and weekends</p>	E
	<p>To be committed to continuous professional</p>	E

	development relevant to the post and personal training needs supporting future career advancement	
<p><b><i>This post is subject to an Enhanced Disclosure check via the Criminal Records Bureau</i></b></p> <p>C P Sport is an equal opportunities employer. All appointments are made on the basis of merit and ability.</p>		

<b>PERSON SPECIFICATION</b>		
<b>Education/Qualifications</b>	Educated to degree level or equivalent Valid UK driving licence	
<b>Skills</b>	Excellent inter-personal and diplomatic skills Team building and motivating skills An effective advocate and negotiator Risk management skills Excellent presentation skill Proven ability and experience in building and maintaining relationships and managing conflict Excellent organisational and communication skills (written, verbal and listening) An experienced leader and manager A broad knowledge of athletics The ability to be a strong advocate for C P Sport Athletics Project management skills Learning resource development skills Numeratorate	
<b>Knowledge</b>	In-depth knowledge of athletics Sound working knowledge of Microsoft Office products Experience in budget forecasting and quality assurance and equality monitoring systems	
<b>Experience</b>	Line management experience (volunteer management) Proven ability to deliver sustainable projects across a number of varied strands Evidence, planning and sensitively managing challenges from external pressure groups and individuals Evidence of the development of educational resources	
<b>Values/Qualities</b>	Confident and personable Able to work on own initiative Evidence of commitment Good team players, able to motivate	

	and prepared to support others Flexible and adaptable (including need for out of normal hours working for which time off in lieu is allowed) Able to manage competing priorities	
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