**Job Title:** Athletics Development Officer

**Responsible to:** Isle of Man Athletics Association (IOM Athletics)

**Hours:** 35

**Job Description**

To increase participation and improve the infrastructure of athletics at all levels to help effectively develop the sport in all key areas and increase sports opportunities for more young people and adults through co-ordinated activities in the community.

**Duties**

* To Chair the Development Sub Committee of IOM Athletics.
* To work with IOM Sport, Manx Sport and Recreation (MSR), Primary and Secondary Schools on the Island to increase participation in athletics, specifically with those from disadvantaged back grounds.
* To work with UK Athletics (UKA) and the IOM Athletics Head of Performance to provide quality coaching programmes to support and nurture local talented athletes to enable them to achieve their potential.
* To work with England Athletics (EA), UKA and the IOM Athletics Coaching Co-ordinator to provide quality education programmes to support local coaches to enable them to reach their potential and to nurture and develop our athletes to enable them to reach their potential.
* To work with EA, UKA and the IOM Athletics Officials Co-ordinator to provide quality education programmes to support local officials to enable them to reach their potential.
* To organise and deliver innovative programmes to attract new participants at all levels and create pathways for continued participation within athletics.
* To support local athletic clubs to ensure they are equipped to offer an environment that will help assist the development of athletes, coaches and officials at all levels.
* To work with schools to establish and formalise school-club links.
* To plan and deliver fun and appropriate activities to promote athletics within the community and schools.
* To assist IOM Athletics in driving its activities and achieving its goals including maintaining and revising as appropriate the Isle of Man Athletics Development Plan.
* To work with IOM Sport, EA, Manx Sport and Recreation (MSR), UKA and the IOM Athletics Treasurer and liaise with other relevant bodies to secure available funding via grants etc.
* To assist in the organisation of designated IOM Athletics events.
* To liaise with facility providers (i.e. NSC + Secondary Schools) staff to agree facility availability and access for the delivery of all courses, sessions and events.
* To provide IOM Athletics and IOM Sportwith regular and concise progress reports relating to agreed work programme scheduling.
* Any other duties that may be assigned from time to time.

**Key Qualities**

**Essential**

* Higher Diploma/Degree level qualification in a sports related area or equivalent.
* Level 2 UKA Coaching qualification (as a minimum requirement) or work towards achieving this qualification within an agreed timescale.
* Experience in dealing with volunteers/organisations/athletics events in a support capacity.
* Excellent written and verbal communication/presentation skills. Strong working knowledge of excel, word and email.
* Ability to work on their own initiative, with volunteers and as part of a team.
* Well-developed time management skills including the ability to set and meet deadlines and to prioritise work.

**Desirable**

* Hold a valid First Aid Certificate.
* Experience of mentoring and/or supervising volunteers/coaches.
* Experience of organising athletics or sports related events.

**Circumstances**

* Ability and willingness to work unsociable hours from time to time, including evenings and weekends.
* Hold a full and valid driver’s licence and have access to own transport for work purposes. The role holder will be required to travel to various sites across the Island in the course of their duties.
* Must hold a satisfactory enhanced Disclosure & Barring Service (DBS) check – suitable to work with children.
* Available and willing to undertake training necessary for the post.

**Performance Measures**

* Maintain effective relationships with athletes, clubs, IOM Sport, EA, MSR, UKA and those members of other organisations or volunteers who are also contributing to the development of athletics within the Isle of Man.
* Increased participation at local athletics events
* Increased numbers of qualified coaches and officials.
* Carry out duties and responsibilities with limited supervision.
* Portray a competent and professional image.

**Application Process**

Please send a CV and letter of application to Cathy Dawson: secretary@iomaa.info by 14September 2019