Job Title: **Athletics Development Officer**

Responsible to: **Isle of Man Athletics Association**

Hours: **21 Hours including evening & weekend meetings and events**

Salary: **Competitive**

Location: **Flexible with access to MSR Development Office**

**Job Description**:

Applications accepted for the role of Isle of Man Athletics Development Officer

IOM Athletics are looking to hire an ADO to drive Athletics on the Isle of Man forward. Working with various stakeholders including the Athletics clubs and IOM Sport, the successful candidate will be responsible for the delivery and progression of IOM Athletics 3-year development plan. Increasing participation, improving infrastructure supporting the voluntary network will form the bulk of the day to day.

Duties:

* Chair the Development Sub Committee
* Liaise, manage and review IOM Sport Priorities + Objectives document
* Assist IOMA in improvement of infrastructure and position recruitment
* Support clubs with delivery of coaching opportunities
* Support clubs with delivery of official’s opportunities
* Support clubs by improving volunteer experience
* Support clubs in increasing levels of participation at appropriate levels
* Maintenance and delivery of IOM Athletics Development plan
* Accurate and timely reporting to IOMA Committee, Clubs and IOM Sport
* Any other duties that may be assigned by the IOMA Executive Committee

Essential

* Ability to work on their own initiative and as part of a team
* Higher Diploma/Degree level qualification in a sports related area or equivalent.
* 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.
* Well-developed time management skills including the ability to set and meet deadlines and to prioritise work

Desirable

* Experience of organising athletics or sports related events.
* Experience in delivering organisational change and negotiating across multiple issues, working primarily with volunteers.
* Hold a valid First Aid Certificate.
* Level 2 UKA Coaching qualification or equivalent, willing to work towards achieving this qualification within an agreed timescale if not.

Circumstances

* Ability and willingness to work unsociable hours from time to time, including evenings and weekends.
* Ability to carry out duties and responsibilities with limited supervision
* 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.

Performance Measures

* Increased participation at agreed levels
* Increased numbers of qualified coaches and officials
* Increased number of voluntary positions appointed across IOMA
* Delivery of Priorities and Objectives
* Maintain effective relationships with athletes, clubs, IOM Sport, EA, MSR, British Athletics and those members of other organisations or volunteers who are also contributing to the development of athletics within the Isle of Man.

Application Process

Please send a CV and letter of application to Anthony Brand: chairman@iomaa.info by…