

ISLE OF MAN ATHLETICS ASSOCIATION

ATHLETICS DEVELOPMENT OFFICER



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Inspirational and outstanding candidates are invited to apply for the role of Athletics Development Officer.

Athletics is a dynamic and developing sport with fantastic opportunities on the Isle of Man and it is envisaged the post will be full time; however, part time hours may be considered. We hope that the successful candidate will be an integral part of an exciting journey of development and progress.

**Full-time role,
37 hours a
week**

**Flexible working
hours with evening
and weekend work
as necessary**



**For further information or
to apply, contact Tonya
Corrin at tonyac@manx.net
or in writing to:
Gowans, Quines Hill, Port
Soderick, Isle of Man, IM4
1AU.**

**Salary
up to £30,000**

**Closing date
Friday
1st September
2023**



JOB DESCRIPTION

The successful applicant is expected to:

- Work in partnership with the Isle of Man Athletics Association to assist with establishing, implementing and maintaining the Athletics development plan, recognizing the role which Athletics has to play in relation to delivering against the Isle of Man strategy for sport
- Liaise with IOM Sport Liaison officer in relation to developing and finalizing Athletics annual Priorities and Objectives and applications for financial assistance through the Support for Sport process
- Collect baseline data of club membership (juniors, seniors, coaches, officials and volunteers) in order to measure progress.
- Liaise with stakeholders to ensure the effective delivery of athletics development programmes across all ages on the Island, including:
 - Primary School Sports Programme (Manx Sport and Recreation and Sportshall Athletics)
 - Manx Youth Games (Manx Sport and Recreation)
- Chair the Athletics Development Sub-Committee
- Work closely with the association and clubs in addressing the issues of recruitment, retention and training of coaches, officials and volunteers within Athletics. Also the retention of athletes as they progress into their later teenage years
- Work with Primary Schools and Secondary Schools to encourage participation in athletics whilst developing school and club links where appropriate to increase the participation of the community in athletics
- Work with businesses and organisations in the community to attract more adults into the sport
- Assist the IOMA in improvement of infrastructure and position recruitment
- Be a source of information and advice to athletes, coaches, volunteers, officials, committee members and welfare groups
- Be fully informed on child protection and safeguarding matters and liaise with clubs and the Athletics association to assist in the facilitation of training.
- Have an understanding of the requirements of GDPR and its implementation in athletics
- Liaise with IOM Sport and the Athletics Association in the implementation of excellence programmes for athletes in athletics in line with England and UK athletics schemes
- To assist in the application process for sport aid and sport aid academy athletes monitoring the progress of all athletics recipients of such awards
- Help identify and attract funding and sponsorship for athletics
- Accurate and timely reporting to the IOMA committee on a monthly basis probably via attendance at IOMA committee meetings
- Produce and present a quarterly progress report on the agreed work programme to the athletics association. Also to IOM sport via the IOM Sport Liaison officer
- Help in the delivery of the Athletics priorities and objectives.
- Maintain effective relationships with athletes, clubs, IOM Sport, MSR, England athletics, UK Athletics and those members of other organizations who are also contributing to the development of athletics within the Isle of Man.
- Any other duties that may be assigned by the IOMA Executive Committee



PERSON SPECIFICATION

Qualifications/Experience

- Higher diploma or degree level qualification. This does not have to be in a sports related area, however, this may be useful
- Have a full and valid driving license and access to a vehicle
- Must hold or undertake a satisfactory enhanced DBS check suitable for working with children
- Writing and implementing a development plan which identifies key priorities with measurable outcomes
- Ability to work with young people and an understanding of the education system on the Isle of Man
- Managing budgets and making applications for financial assistance and/or sponsorship
- Experience of coaching and willing to work towards UKA Level 2 coaching qualification
- An understanding of sports governance and how this is embedded within sports on the Isle of Man
- Dealing with volunteers / organizations / sporting events (ideally athletics)
- Organizing athletics events



KEY DOCUMENT

ISLE OF MAN STRATEGY FOR SPORT
2014 - 2024

KEY WEBSITE

WWW.ISLEOFMANSPORT.COM



Knowledge/Circumstances

- IOM worker status
- Ability to carry out duties and responsibilities with limited supervision
- Knowledge and experience of updating websites and using social media
- A good understanding of the landscape of sport on the Isle of Man and how athletics fits into this
- Ability to influence a wide variety of individuals or groups with different opinions in a sports setting
- Excellent inter-personal skills and ability to interact with, and engage stakeholders at all levels
- Well developed time management skills including the ability to set and meet deadlines as well as prioritise work
- Can work unsociable hours from time to time whilst keeping focus on achieving the desired results
- Has a genuine and clear enthusiasm for Athletics and can demonstrate vision, passion and optimism for the sport of athletics and in life in general
- Excellent communication skills including verbally, IT (excel, word, email) as well as presentation skills
- Ability to demonstrate high levels of integrity and the values and behaviours expected within athletics as well as being a role model for others within the sport of athletics

