



Job Description:
Guernsey Athletics Development Officer (GADO)

RESPONSIBLE TO: President of GIAAC (in capacity as head of the GIAAC Athletics Development Committee)

Salary: Negotiable – A performance related payment will be included in the salary

Term A full-time three year appointment

Special Conditions: No allowances for unsocial hours and weekend work

PURPOSE OF POSITION:

To be responsible for the implementation of the GIAAC development plan – ‘Here we go.... Guernsey Athletics to 2013’. The primary aim of the plan is ‘To foster the sport of athletics in Guernsey

KEY RESPONSIBILITIES:

- To research and produce a yearly development plan defining the responsibilities of GADO. The plan will deliver against the objectives of ‘Here we go....’.
- To liaise and develop links with partner organisations that will enable the increase in participation in athletics e.g. Schools, Guernsey Sports Commission, community groups and sponsors
- To oversee a coach development action plan to develop the infrastructure to increase the numbers of coaches and volunteers at the GIAAC

‘Here We go..’ has identified development responsibilities in the following programmes: Coaching and officials; Athlete Development; Events; Team representation; Finance and resources. GADO will have particular responsibility for overseeing the following workstreams

Coaching and officials programme

To oversee:

- A training programme to up-skill existing coaches
- A recruitment drive to encourage more club coaches
- A programme of 'flying coaches' and coach mentors
- A programme of generic / core fitness sessions for all club athletes
- A training programme for club officials
- A register of club officials and coaches
- An award scheme that recognises time served by club coaches, e.g. presentation for 10 years as a coach.

Athlete development programme

To oversee

- The co-ordination of athlete support with the High Performance Centre
- A personalised development framework for 'top' junior and senior athletes and to establish a mentoring programme for junior athletes
- and deliver enhanced links with schools for athletics provision at both primary and secondary phases
- The establishment of the relaunched Colts arrangements, including the introduction of Athletics 365.
- A range of activities and initiatives to encourage an increased take-up of athletics specifically (and sport generally) in the community.

Events programme

To oversee

- and support established GIAAC events – Easter festival; cross-country series; all-terrain challenge
- The establishment of a track and field summer programme
- A review of the interinsular programme
- and support club social events, including awards evenings.

Team representation

- To support
- Team managers for Island Games 2013
- A manager for Commonwealth Games 2014
- A manager for Hampshire track and field
- A manager for Hampshire cross-country.

Finance and resources

- To establish a range of income generating activities such as Holiday Activities
- To support the establishment of a volunteer programme that encourages all club members to support the club and logs their contribution

- To oversee the accreditation of the GIAAC as a clubmark organisation.

Person Specification

- . Have good management, coordination and organisational skills
- Self motivated and believe passionately in fostering the sport of athletics in Guernsey
- Enthusiastic, positive, reliable, well-presented leader with good interpersonal skills.
- Have the ability to communicate and negotiate with internal and external personnel.
- IT skills are essential.
- Must be approachable and contactable (sometimes during unsociable hours).

- Good level of coaching experience is desirable.
- Good knowledge of coaching and coach education systems
- Ability to work under pressure, meet deadlines and targets and be able to prioritise the workload. Must be able to see projects through to the end
- Display a sound knowledge of athletics structures.

- Ability to drive and the holder of a current driving licence