



McCain Herefordshire & Worcestershire Athletics Network

- Job Title:** Herefordshire & Worcestershire
Athletics Network / Run in England Activator
- Hours:** 29 Hrs Per Week (Inc Evenings / Weekends)
- Salary:** £ 16,993
- Based:** Home / Field Based
- Period:** 1 year fixed term contract (with a further 2 years
Subject to confirmation of external funding)
- Reporting to:** Chair / Lead Rep of Herefordshire & Worcestershire
Athletics Network / Run in England Area Development Officer /
Club & Coach Support Officer for England Athletics
- Responsible For:** Delivery of Network Development Plan / Run in England Programme
- Annual Leave:** 25 Days (Pro Rata)

Purpose of Athletics Network

The Herefordshire & Worcestershire Athletics Network in partnership with England Athletics, Run in England and **Stourport Sports Club** are looking to appoint a suitably qualified person to coordinate their exciting new athletics network / Run in England programme and be responsible for the development and implementation of the Network Development Plan. The Network is a partnership of athletics clubs that comprises of Worcester AC, Hereford & County AC , Kidderminster & Stourport AC, Bromsgrove & Redditch AC and Evesham Vale Road Running Club who have joined together to work in partnership which is committed to developing the sport of athletics in the region.

The main focus of the network is to raise participation levels in the sport through close collaboration with schools and local authorities and to develop athletes, coaches and officials to support and sustain the sport of athletics.

Network Principle Duties

- To act as the first point of contact for enquiries to the Herefordshire & Worcestershire Athletics Network and to respond or refer on enquiries as appropriate
- To deliver the Network Development plan and manage the Networks financial administration including (e.g. processing claims, expenses and payments) and produce regular reports for the Network Committee and England Athletics as appropriate
- To provide routes for communication between Network members and to promote the activities and achievements of the Network (e.g. distributing press releases and information updates , support specific PR campaigns , production and distribution of marketing materials collateral , promotional material and publications , mail- outs , assist with promotion of activities and events)
- To assist with the athletics club development process including supporting the volunteer recruitment and retention process
- To coordinate Herefordshire & Worcestershire Athletics Network meetings, Network events, Workshops (Facility bookings, delegate bookings, liaison with speakers, catering, photocopying etc) and to take produce and distribute minutes from meetings.
- To support recruitment and induction of coaches, officials and volunteers involved in the Herefordshire & Worcestershire Clubs Development Programme.
- To work with School Sport Partnerships and Network Clubs to help facilitate School Club Links (PESSCL)
- To support the development and sustainability of School, Club and County Sports Hall activity. (Including working in partnership with Worcester City Council Athletics Community sports Coach)
- To liaise with Network Clubs Coaching Coordinators and England Athletics Club and Coach Support Officer to organise coach development activities , including Flying Coach Visits , event specific coach development days , and coaching courses to meet the needs of the Network Clubs coaching workforce
- To identify and Coordinate specific Coach , Official and Volunteer education programmes
- In partnership with Network Clubs and Coaches create a specialist High Jump Centre for Coaches and athletes at Malvern College.
- To lead the Network Run in England programme.
- To initiate and submit funding proposals for relevant grants, to source additional potential funding streams to support the work of the Network
- To provide quarterly Monitoring and Evaluation reports for the Network and England Athletics

- To undertake other relevant and appropriate activities to promote the work of the Network where appropriate.

Purpose of Run in England

The Women's Running Network has been commissioned by England Athletics to deliver its initiative "Run in England". We have a target number of 50,000 runners over a 4 year period.

Working under the supervision of the Area Development Officer, your role will be to act as lead in the county – branding, coordinating, supporting, monitoring and evaluating organisers in that area. You will also help in local marketing of Run in England and help in developing partnerships to recruit Run in England leaders and groups.

You must hold / be working towards a minimum UKA qualification of Fitness in Running & Walking or Leadership in Running and Fitness. Travelling will be required so a full driving licence and use of a car (or other transport means) is essential, mileage will be paid at 40p per mile for a car from base.

The position will involve some unsociable working so flexibility is important.

Principle Duties

- To develop and deliver Run in England vision and objectives
- To form an effective two way partnership with all leaders and coaches in the given area
- To act as a motivator and guide to new and existing leaders and coaches
- Monitor and evaluate leaders and coaches
- To be an active leader, trained in Leadership and Running Fitness
- To support local partnerships / organisations alongside the work of the Area Development Officer
- To support the County Sports Partnership in the development and delivery of the Run In England (RIE) programme in line with the RIE vision and objectives
- To develop existing working relationships with nominated national partners
- To provide weekly reports to the Run in England Area Development Officer
- To assist in the local recruitment of Run in England leaders.



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Athletics Network / Run in England Area Development Officer
/ Club & Coach Support Officer for England Athletics
Closing Date: 26th July 2010

Introduction

Athletics Network / Run in England County Activator for the Herefordshire & Worcestershire Athletics Network.

The Herefordshire & Worcestershire Athletics Network in partnership with England Athletics, Run in England and Stourport Sports Club are looking to appoint a suitably qualified person to coordinate their exciting new Athletics Network / Run in England programme and be responsible for the development and implementation of the Network Development Plan. The Network is a partnership of athletics clubs that comprises of Worcester AC, Hereford & County AC, Kidderminster & Stourport AC, Bromsgrove & Redditch AC and Evesham Vale Road Running Club who have joined together to work in partnership which is committed to developing the sport of athletics in the region.

The main focus of the network is to raise participation levels in the sport through close collaboration with schools and local authorities and to develop athletes, coaches and officials to support and sustain the sport of athletics.

The successful candidate will have a minimum 3 years experience of working within sports development including experience of the community athletics club environment, volunteers, Local Authorities and School Sport Partnerships. Excellent communication skills are essential and an athletics coaching qualification would be advantageous.

Full CRB clearance is required for this post.

The post holder will work in partnership with the Network clubs, Stourport Sports Club, Run in England and England Athletics to promote and develop opportunities for participation in athletics and increase the standard of coaching and coaches across the Network.

Run in England Activator role :

To act as a lead in the County – Branding, Coordinating, supporting, monitoring and evaluating organisers in Herefordshire & Worcestershire. You will also help in local marketing of Run In England.

You must hold / be working towards a minimum UKA qualification of Fitness in Running & Walking or Leadership in Running and Fitness

The Network County Activator will be responsible for developing Run in England Leaders and Groups

The successful candidate will be employed by **Stourport Sports Club** but will work from home / field based. The post holder will be required to undertake some evening and weekend work.

For information or an informal discussion please contact :

Richard Warder (Athletics Network Lead Rep) Mobile : 07902 802182
Email cwarder33@btinternet.com

Nick Robinson (Club & Coach Support Officer – England Athletics) Mobile: 07803 671970
Email : nrobinson@englandathletics.org

Sam Beare (Run in England Area Development Officer – South West and Midlands) Mobile: 07545 926429
Email: sbeare@runinengland.co.uk

Application Process:

Please forward a full CV (Including 2 References) with a supporting letter detailing why you would make an ideal candidate for this position to:

Richard Warder

Herefordshire & Worcestershire Athletics Network

Stourport Sports Club

Kingsway

Stourport on Severn

Worcestershire

DY13 8BQ

Closing date: 26th July 2010

Interviews scheduled for : 16th August 2010



PERSON SPECIFICATION

Job Title: Herefordshire & Worcestershire Athletics Network / Run in England Activator

How Tested:

A – Application Form / CV
I - Interview

	ESSENTIAL		DESIRABLE
<i>COMMUNICATION</i>	Excellent communication and interpersonal skills, the ability to communicate with people at all levels	A/I	Good Presentation skills. Ability to work as part of a team
<i>EDUCATION</i>	Minimum Two A Levels (including English and Maths) Or equivalent.	A/I	
	Admin and or / finance based qualification or equivalent experience	A/I	
<i>WORK EXPERIENCE</i>	A minimum of 3 years experience of working within sports development / athletics field including specific relevant experience of working with clubs, volunteers, Local Authorities and Schools Sports Partnerships (not necessarily in a paid capacity)	A/I A/I	Experience of working with Athletics Clubs Experience of the sport of athletics , as a participant, official or coach
	Proven record of achievement in previous job roles relevant to this post (e.g. general admin, marketing admin and financial administration)	A/I	

SPECIFIC SKILLS

	A	UKA Athletics coaching qualification Level 2
	A	UKA qualification of Fitness Running & Walking or leadership in Running & Fitness
Excellent verbal and written skills	A/I	Knowledge of current national sports initiatives and programmes e.g. PESSYP, National Governing Body Whole Sport Plans
Good levels of literacy and numeracy with a strong attention to detail	A	
Computer Literate using Microsoft packages (e.g. word, excel, outlook etc)	A/I	Understanding of the organisation of athletics coach and official education courses
Ability to work efficiently on own initiative and maintain a high standard of work	A	
Excellent organisational skills	A	
Understanding of the organisation and structure of athletics	A/I	

PERSONAL	Flexible and Outgoing.	A/I
QUALITIES	Energetic , adaptable and enthusiastic attitude and approach to work	A/I
OTHER CRITERIA	Willing to work evenings and weekends	A/I
	Travelling will be required so a full driving licence and a use of a car will be required.	A/I
	Commitment to equal opportunities	A/I
	Full CRB Clearance required (UKA License)	A/1