



Ulster Angling Federation in partnership with National Coarse Fishing Federation of Ireland

JOB DESCRIPTION

Job Title:	Angling Active Clubs Coordinator
Grade:	Scale 5
Salary Range:	£22,658 (+ 18% employer's salary contribution)
Duration:	Fixed Term Contract until 31 st March 2019 with possibility of extension based on performance and funding availability.

Job Purpose

The Active Clubs Coordinator will be responsible for the development, implementation and management of programmes and initiatives aimed at supporting and enabling accessible and sustainable participation opportunities through angling clubs in line with relevant recommendations within the Strategic Review of Angling 2014. Post holders will work with angling clubs to assist them with developing innovative initiatives and interventions to increase club membership, and to create a range of training, learning, education and capacity building opportunities for coaches and volunteers.

1.0 Specific Responsibilities

- To establish and maintain a comprehensive knowledge of the needs of the clubs engaged in the Active Clubs project.
- To initiate the establishment of new angling clubs where the need is identified, and support the development of existing clubs.
- To assist clubs with the development and implementation of new and innovative approaches to sustainable participation initiatives.
- To develop and maintain partnerships with a range of key stakeholders (*including Local Authorities, Governing Bodies of Sport, Umbrella Organisations, Community & Voluntary Organisations, Statutory Organisations, sports clubs, schools, Education and Library Boards, Health Organisations etc.*) to contribute to the delivery of programmes and initiatives.
- To identify and disseminate examples of good practice in the development and delivery of sustainable participation initiatives in a variety of settings and, in particular, for target groups of the Active Clubs Programme i.e.
 - People aged 14-25 years
 - Women and Girls

- People from areas of high social need.
- To plan and coordinate a programme of training, education and learning opportunities for coaches, volunteers and participants along with associated software databases.
- To plan, organise and deliver opportunities for learning and sharing best practice e.g. seminars and conference.
- To ensure effective monitoring, evaluation and reporting of programmes and initiatives against pre-determined project level key performance indicators.
- To ensure effective communication on programmes and with stakeholders through practical engagement and the use and management of appropriate social, digital and web based systems.
- To manage budgets for the development and implementation of Active Clubs related programmes, initiatives, training, and events.

2.0 General Responsibilities

- To deliver a friendly, efficient and effective service.
- To actively contribute to business improvement processes.
- To take an active part in the Annual Performance Review, and Training and Development planning process.
- To carry out any other duties that, from time to time, may reasonably be required by your line manager.

3.0 Management and working arrangements

- The successful candidate will be employed by Outdoor Recreation Northern Ireland on behalf of the Angling Governing Body Partners
- The post will be managed by a designated person from the UAF who will be the first point of contact for any issues.
- Monthly management meetings will be arranged between the successful candidate and the designated Line Manager.
- A Steering Group made up of representatives from the following organisations will provide advice and help to direct the work programme of the successful candidate:
 - UAF

- NCCFI
 - SNI
 - ORNI
 - DCAL
 - Loughs Agency
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- The successful candidate will be based from home and will be required to arrange appropriate insurance for home working.
 - The successful candidate will be entitled to join the NI Local Government Officers' Superannuation Scheme. Current employer contribution rate to the NILGOSC scheme is 18% of pensionable salary. Current employee contribution rate to the NILGOSC scheme is 6.5% of pensionable salary.
 - The successful candidate will work 37 hours per week. Evening and weekend work is inevitable. The post holder will be eligible to work "flexi" as set out in ORNI's flexible working hours policy.
 - Annual Leave entitlement will be 22 days plus public holidays. This will increase with length of service.
 - Employment is subject to a probationary period of 6 months.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of relevant roles and responsibilities and is subject to amendment in light of the changing needs of the organisation.