



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

PERSONNEL SPECIFICATION

Job Title:	Angling Active Clubs Coordinator
Grade:	Scale 5
Salary	£22,658 (+ 18% employer's salary contribution)
Duration:	Fixed Term Contract until 31st 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 QUALIFICATIONS & ATTAINMENTS

Essential Criteria

1.1 * A degree or equivalent qualification which can be proven relevant to the post.

OR

* 4 years full time (or part time equivalent) experience working in a similar role in a position of responsibility for **at least 3** of the following areas;

- Development of Sports Clubs
- Developing programmes to increase sporting or outdoor recreation participation
- Developing Coach/Volunteer education programmes
- Developing youth work programmes
- Developing relationships and working with partnership organisations

Desirable Criteria

1.2 ** A postgraduate degree in Business Studies or Sports Development.

2.0 RELEVANT EXPERIENCE

Essential Criteria

- 2.1 * 2 years' experience, full time (or part time equivalent) of supporting the development of sports clubs, volunteers and/or coaches.
- 2.2 * Demonstrable experience of developing and implementing plans to support the development of sports clubs, volunteers and/or coaches.
- 2.3 * Demonstrable experience of developing new and innovative approaches to increasing participation within sports clubs.
- 2.4 * Demonstrable experience of forming partnership with key stakeholders.
- 2.5 * Demonstrable experience of collating and reporting, monitoring and evaluation information.

Desirable Criteria

- 2.6 Demonstrable experience of identifying and disseminating good practice in sports development.
- 2.7 Demonstrable financial management experience including the development and administration of budgets.

3.0 KNOWLEDGE & UNDERSTANDING

Essential Criteria

- 3.1 A knowledge and understanding of club development, including volunteer and coach development.
- 3.2 A knowledge and understanding of the principles of sports development.
- 3.3 A knowledge and understanding of the issues and challenges within sports clubs.

4.0 SKILLS & APTITUDES

Essential Criteria

- 4.1 Competent in the use of Microsoft Office including Outlook, Word, Excel and Powerpoint.
- 4.2 Excellent presentation, oral and written communication skills.
- 4.3 Ability to motivate enthusiasm amongst coaches and volunteers.
- 4.4 Excellent organisational and planning skills.
- 4.5 Excellent interpersonal skills and ability to work as part of a team.

4.6 Ability to act on own initiative and take decisions within policy.

4.7 Ability to work under pressure and meet tight deadlines.

5.0 CIRCUMSTANCES

5.1 * Must be able to work additional hours, which will include evenings, at the weekend or at short notice.

5.2 * Access to a form of transport that will permit the post holder to meet the requirements of the post.

Note to Applicants:

* Only those applicants who clearly demonstrate relevant achievement, experience, knowledge and understanding of essential criteria 1.1, 2.1, 2.2, 2.3, 2.4, 2.5, 5.1 and 5.2 will go forward to the next stage in the recruitment and selection process.

All other essential and desirable criteria will be assessed at interview and/or selection test.

All offers of employment are subject to receipt of satisfactory Access NI checks.