



## McCain North London Athletics Network Job Description

<b>Job Title:</b>	<b>Network Development Officer</b>
<b>Salary:</b>	<b>Up to £25,000 per annum for 35 hour week (Post is up to 17 hours per week)</b>
<b>Based:</b>	<b>Barnet Copthall Stadium, Hendon (Consideration will be given to a homeworking arrangement)</b>
<b>Period:</b>	<b>Temporary – 1 Year Fixed Term Contract (with in principle funding for a further two years)</b>
<b>Reporting to:</b>	<b>Chair of McCain North London Athletics Network</b>

### McCain North London Athletics Network

- The McCain North London Athletics Network comprises a main group of Athletic clubs based in North London (Highgate Harriers, London Heathside, Shaftesbury Barnet Harriers) as well as Middlesex University, who have joined together to work in a 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

### Purpose of Job

- To provide a range of support services to the Clubs and representatives in the McCain North London Athletics Network and to support the development of athletics in the Network region.

### Principle Duties

1. To act as the first point of contact for enquiries to the North London Athletics Network and to respond or refer on enquiries as appropriate.
2. To manage the Network's financial administration including (e.g. processing claims, expenses and payments) and produce regular reports for the Network Team and England Athletics as appropriate.
3. 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, update information on the website (tbc) production and distribution of marketing collateral, promotional material and publications, mail-outs, assist with promotion of activities and events).
4. Develop and maintain a coach and officials database, to include retention of information to ensure compliance with Vetting and Barring, CRB, and ISA requirements.
5. Build up and maintain a database of relevant local media contacts.
6. To assist the Network by undertaking relevant auditing, researching, collation and provision of relevant information to the Network (e.g. ongoing assessment of club needs, local and regional priorities, updates on national policies) to support planning and strategic decision-making.

7. Support the Network to develop and implement systems for monitoring, evaluating and reporting the progress and impact of the Network, projects and activities, in conjunction with key partners, and in line with key performance indicators.
8. To organise and service Network meetings, network events and courses (facility bookings, delegate bookings, liaison with speakers, catering, photocopying etc) and to take, produce and distribute minutes from the meetings.
9. To assist in developing and implementing appropriate policies and procedures to ensure the Network is run effectively and efficiently, to include e. g. welfare procedures, club inductions
10. To work with the Network coaching and development teams and relevant local contacts (sports development officers, partnership development managers, competition managers,) to help develop athletics events, and coaching sessions in school and community settings.
11. To liaise with Network coaching coordinators and England Athletics Club and Coach Support Officers to organise coach development activities, including flying coach visits, event specific coach development days, and coaching courses to meet the needs of the constituent clubs coaching workforce.
12. To produce quarterly Monitoring and Evaluation reports for the Network and England Athletics.
13. To initiate and submit funding proposals for relevant grants, to source additional potential funding streams to support the work of the Network.
14. To undertake other relevant and appropriate activities to promote the work of the Network where appropriate.

**Hours** 17 hours per week x 52 weeks per annum. The postholder will be required to work occasional evenings and weekends to meet the requirements of the post.

**Location** The post will be located primarily at Barnet Copthall Stadium in the first instance but will regularly be required to travel within the North London area and sometimes beyond to attend meetings and carry out other work related duties where necessary. Occasional home working may also be possible subject to approval by the Network Chair.

**Flexibility** Please note that given the need for flexibility in order to meet changing requirements, the duties/location of this post and the role of the postholder may be changed after consultation.

**Key Contacts** Network Chair

**Funding** This post is subject to the availability of England Athletics funding.

**How to Apply:**

Please return a CV and personal statement as to why you feel you would be suited to this position to to: [jerryodlin@mac.com](mailto:jerryodlin@mac.com)

**Closing date for receipt of applications: Monday 22<sup>nd</sup> March.  
Interviews will be held on Tuesday 30<sup>th</sup> March.**

## PERSON SPECIFICATION

**Job Title**

**Network Development Officer**

<b>Area</b>	<b>Essential (E) / Desirable (D)</b>	<b>Selection Criteria</b>	<b>How Tested</b>
<b>Education / Qualifications</b>	D	Minimum ONC/A Levels (including English and maths) or equivalent Admin and/or finance based qualification or equivalent experience	A
<b>Experience</b>	D	Working knowledge of sports development	A / I
	E	Proven record of achievement in previous job roles relevant to this post (i.e. general admin, marketing admin and financial administration)	A / I
	D	Experience of the sport of athletics, as a participant, official or coach.	A / I
<b>Knowledge / Abilities / Skills</b>	E	Excellent verbal and written communication skills	A / I
	E	Excellent organisation, time management and prioritisation skills and ability to work to deadlines	I
	E	Good levels of literacy and numeracy with a strong attention to detail	A
	E	Computer literacy using Microsoft packages (e.g. word, excel, outlook etc)	A
	E	Customer focused approach	I
<b>Disposition</b>	E	Commitment to the development of athletics	I
	E	Ability to work flexibly including unsociable hours (evenings and weekends etc.)	I
	E	An understanding of and commitment to equality and diversity	A / I
	E	Energetic, adaptable and enthusiastic attitude and approach to work	I
	E	A self starter - able to initiate and make progress on activities with minimal supervision.	A / I
<b>Other</b>	E	Ability to travel to different locations for work purposes	I

*A – Application Form; I – Interview*