



## Thorn Athletic Football Club – JOB DESCRIPTION

<b>Job Title:</b>	Club Grow Officer
<b>Pay Rate:</b>	National Living Wage
<b>Start Date:</b>	Mid-May 2022
<b>Hours:</b>	Min 25 hours per week
<b>Period:</b>	18 Month

### **Job Purpose:**

Thorn Athletic is a registered Scottish charity. It operates at the heart of Johnstone helping to build a more resourceful and resilient community through football and sport. We care passionately about the service we provide to the people who live, work and visit Johnstone and the villages. Our organisation understands, cares about and engages with its community and we are responsible for the delivery of programmes that improve and enhance people's lives through sport, health and physical activity.

The purpose of this role is to improve the infrastructure and increase participation in football across all ages and abilities within Johnstone and the villages as well as building capacity, while supporting development. Within the role you will promote participation in football at all levels in line with Scottish FA National Strategy linking with local and regional plans. The CGO will link with relevant stakeholders in managing the implementation of Grassroots initiatives.

### **Core Accountabilities & Responsibilities**

- Co-ordinate the organisation, scheduling, delivery and reporting of the club-wide mental health programme in conjunction with recognised partners.
- Establish and maintain good working relationships with stakeholders by developing a mutual understanding of needs whilst ensuring performance against agreed standards and objectives.
- Support and develop existing and new programmes (walking football, mini kickers, ASN, holiday programmes) collaborating with local affiliate national associations.

- Develop, co-ordinate and deliver opportunities to participate in Primary/Secondary schools. Link with Physical Education staff and Active Schools Co-ordinators in the development of curricular and extra- curricular opportunities to play football.
- Co-ordinate and develop a qualified team of football coaches.
- Develop and retain volunteers to provide football opportunities in Renfrewshire.
- Regularly monitor and evaluate all football activity and ensure regular status reports are produced and submitted for all partners via a quarterly reporting system
- Co-ordinate club development programmes including the Scottish FA Quality Mark Scheme to provide development opportunities for grassroots clubs and volunteers
- Establish and develop internal/external partnerships to ensure effective implementation of national, regional and local football development plans
- Work in partnership with other organisations and agencies to tackle the key inequalities and barriers around participation.
- Support partners to ensure that all football coaches are appropriately qualified and trained and deliver to quality standards.
- Liaise with managers and coaches to identify potential areas for football development.
- Preparing and present reports for on statistical and operational issues to help demonstrate key performance targets are met.
- Apply for external funding to bring sustainability and security to the CGO role.

***The above list is illustrative, not exhaustive. Accordingly, there may be a requirement to undertake additional duties, consistent with the level of the post, as directed by management.***

#### **Essential Qualifications and Experience**

- Possess extensive experience of football coaching and development.
- Extensive experience of coaching football and engaging with children and young people through sport
- Demonstrates excellent core organisational competencies
- Working knowledge of Scottish Football Association programmes and activities
- A track record of working in partnership with others.
- Experience of developing and co-ordinating an income generating football programme across

a number of facilities.

- Experience of engaging and supporting primary, secondary schools
- Practical experience of Coach and Volunteer recruitment and development.
- An ability to speak confidently and fluently, and hold the attention of others
- Excellent written and verbal communication skills.
- Excellent budgeting skills
- Excellent project management skills
- Excellent report writing skills
- Excellent planning skills
- Strong influencing and negotiating skills
- Resilient and able to deal confidently with difficult challenges
- Ability to prioritise and work to deadlines
- Hold and maintain a current valid driving license [and use of a vehicle]

### **Additional Information**

- This position is subject to a Protecting Vulnerable Groups (PVG) scheme check.
- Required to work flexibly with some evening and weekend working.
- You will be required to be aware of current Health and Safety Policy and to take responsibility for your own safety and the safety of others who may be affected by your acts or omission at work.