



Name of Networks: Cheshire Athletics Network
Merseyside Athletics Network

Job Title: Cheshire and Merseyside Network Coordinator

Salary: £18,000 - £23,000 per annum 37 hours per week

Period: 1 year fixed term contract (with funding for 2 further years in principle)

Based: Cheshire & Warrington County Sport Partnership with a hot desk option at Everton Park Sports Centre, Merseyside. The successful candidate will also be expected to work remotely.

Reports To: Cheshire & Warrington County Sport Partnership, Cheshire and Merseyside Athletics Networks and EA CCSO's for respective counties.

Purpose of Position: To work on behalf of the Cheshire and Merseyside Athletics Networks and coordinate the delivery of the Network Development Plans.

Key Responsibilities:

- To work with each Network club and key partners to develop effective club, coaching and mentoring structures.
- To work with the clubs and coaches to organise inspirational Network Coaching events/programmes in conjunction with a range of local, regional and national partners, including schools and FE, HE authorities to deliver locally themed workshops, seminars, mentoring opportunities and flying coach visits in line with the network plan
- Support local community athletics providers in Merseyside including partners that provide athletics in the school environment by offering coaching support and establishing links to Clubmark clubs
- To work with the Clubs and England Athletics Club and Coach Support Officer (CCSO) to identify gaps in club coaching provision and propose and assist in the delivery of appropriate interventions.
- To work with the networks and key partners to increase the number of coaches, officials and volunteers.
- To assist in the engagement, deployment, training and support of coaches, officials and volunteers working with the Athletics Networks.
- To monitor and evaluate the Cheshire and Merseyside Networks and report to the respective Athletics Network group on a quarterly basis.
- To promote the networks at all times, identifying and creating opportunities to attract new clubs and advance the clubs within the network.
- To ensure all activities meet high quality standards.
- Ability to facilitate/administrate actions as per the Network plan
- To undertake other relevant and appropriate activities to promote the work of the network where appropriate



Personal Specification Cheshire and Merseyside Network Coordinator

Area	Essential (E) / Desirable (D)	Selection Criteria	Application (A) Interview (I)
Education / Qualifications	E	Minimum 5 GCSE's including Maths and English	A
Experience	E	Experience in sport, as an athlete, coach, official or organiser/administrator (or a combination of these)	A / I
Knowledge / Skills / Abilities	D	Knowledge and understanding of athletics clubs and their needs	A / I
	E	Excellent verbal and written communication skills at all levels – club volunteer to local authority to governing body	A / I
	E	Excellent organisation, time management and prioritisation skills	A / I
	E	Computer literacy using Microsoft packages (e.g. Word, Excel, Outlook)	A
	E	Good levels of literacy and numeracy with strong attention to detail	A
	E	Customer focused approach	I
Other	E	Ability to work flexible working hours, including evenings and weekends	I
	E	Energetic, adaptable and enthusiastic attitude and approach to work	I
	E	A full clean driving license	A
	E	A self starter – able to initiate and make progress on activities with minimal supervision	A / I