



## Job Description

<b>Job Title:</b>	<b>Archery Development Officer</b>
<b>Department:</b>	<b>Sport</b>
<b>Reporting to:</b>	<b>Clubs &amp; Facilities Manager</b>
<b>Salary:</b>	<b>£20,000 - £24,0000</b>
<b>Location:</b>	<b>Home based, within the allocated region</b>

### Job Purpose

The Archery Development Officer is member of Archery GB's Sport Team, created to connect Participation, Pathway and Performance departments, to allow far greater collaborations across delivery areas and improved prioritisation.

The post holder will support the increased retention of archers and reduction of churn through the provision of a quality experience across clubs, coaching and competition. This will be through utilisation of the Clubs, Coaching and Competition strategies to develop local plans in line with agreed interventions and activities.

### Key Objectives

The Archery Development Officer will:

- Develop a local plan of delivery to support clubs to retain archers and reduce loss of members
- Influence change and promote good practice within clubs and partners at local, county and regional levels.
- Work in partnership with local and regional partners to develop, promote and enhance archery

### Key Activities

The Archery Development Officer will be required:

1. To raise the profile of archery and be an advocate for the sport across the area.
2. To coordinate and deliver activities by assisting and supporting **ontarget** clubs to develop, improve and grow through connecting strategic objectives to grassroots activity.

3. To work closely with the **ontarget** HUB clubs, providing advice and guidance to deliver projects and programmes aimed at increasing retention of numbers.
4. To specifically work with clubs identified as not meeting the facility minimum standards and to contribute to a rise in the numbers of clubs meeting them.
5. To consult and work with volunteers, supporting their needs, and to foster a development culture within the **ontarget** club network.
6. To form effective relationships with county sports partnership, local authorities and other suitable partners so that they contribute to our development objectives.
7. To work as part of the Sport Team on generic development activities and to coordinate activity across the area.
8. To ensure projects are delivered on time and within agreed costs.
9. To report to the Clubs & Facilities Manager on project milestones on an agreed time basis and evaluate the outcomes of programmes and specifically to ensure that good practice is built upon and poor practice minimised.
10. Attend regular Regional Council meetings and represent Archery GB, as well as provide an opportunity for two-way dialogue from Region to Archery GB.
11. To undertake appropriate training and development opportunities.

### **Key Characteristics of self**

- Excellent role model with the ability to provide leadership as well as promote it within others
- Excellent communication and interpersonal skills and ability to build rapport and trust easily
- Excellent team player, but also able to self-lead, take responsibility and show accountability for themselves.
- Respectful of others and open to the collaboration and connecting of differing ideas and actions
- Trustworthy with high levels of personal and professional integrity
- Ability to remain positive but focused under challenge and change
- Ability to work in a fast paced, dynamic environment and be a champion for change
- Good budgetary, organisational and computer skills, with the ability to manage a varied workload and to work with and through others where necessary.

### **Key Relationships/Interfaces**

The Archery Development Officer will work across the designated area coordinating the delivery of targeted and appropriate projects from the Clubs, Coaching and Competitions teams.

The key relationships will include the:

- Volunteers, archers and clubs, and County and Regional Association volunteers
- Clubs & Competition team
- Other colleagues of the Sports Team including Coaching and Communities
- Archery GB colleagues including IT, Finance, Membership Services
- External organisations and partners as appropriate

### **Key Measures**

The success of this role will be measured on:

- Contact, visibility, presence measures
- Club feedback
- Club growth or progression against development area of work
- Membership retention

### **Flexibility Clause**

The job holder is required to be flexible in their duties and may be required to undertake other duties and responsibilities as specified by Archery GB

### **Variation Clause**

This is a description of the job as it is constituted at the date shown. It is the practice of Archery GB to periodically review job descriptions, to update them and to ensure that they remain relevant to how the job is to be performed.

**Last reviewed:** September 2018

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## PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• Suitable qualification in Sport/Physical Activity or equivalent</li> <li>• Full clean driving licence</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to degree or equivalent level</li> <li>• Recognised national governing body qualifications</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of sport and sports policy in the UK</li> <li>• Knowledge of sports development in the community</li> <li>• Understanding of the wider agenda for sport</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of archery structures in the UK</li> <li>• Knowledge of health and safety regulations</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience and track record in sports development/coaching</li> <li>• Experience of working in a volunteer and sports club environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of archery as a coach or archer</li> <li>• Experience of working with partners such as County Sport Partnerships and local authority sport development departments</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to focus on areas of maximum opportunity and potential</li> <li>• Ability to work independently as well as part of a team</li> <li>• Good communication &amp; organisational skills and the ability to manage a varied workload</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to plan and work strategically</li> <li>• Ability to form effective relationships with volunteers and shape their behavior</li> <li>• Experience of marketing and promotion</li> </ul>