



NATIONAL DEVELOPMENT OFFICER

Employer: Scottish Squash is the official governing body for the sport of squash in Scotland, recognised by **sportscotland**, the World Squash Federation and the European Squash Federation. Scottish Squash is a company limited by guarantee, with an elected Management Board and seven members of staff.

Role: Scottish Squash is looking to appoint an enthusiastic, experienced and self-motivated National Development Officer with exceptional communication skills to support and direct the development of squash. The National Development Officer is a new position, will be an integral member of staff reporting directly to the Chief Operating Officer.

Purpose of the Post: the purpose of the National Development Officer post is to work in partnership with member clubs, key agencies and organisations to increase participation in squash through membership of Scottish Squash and to facilitate the development of squash and squash playing opportunities including supporting club, volunteer and referee development.

Accountability: the post will report to and be line managed by the Chief Operating Officer; the post will line manage the Grampian Regional Development Officer.

The person appointed should:

- Be educated to degree level or equivalent in a related discipline or significant relevant experience of working within a sports development environment;
- Have experience of producing and implementing sports development strategies and programmes;
- Have experience of development planning, training and development and developing clubs;
- Have experience of partnership development and partnership work;
- Have an ability to undertake annual, medium and short term planning exercises and project management;
- Be able to motivate, provide guidance and direction and be highly motivated, energetic and enthusiastic with an ability to work independently and as part of a team;
- Have highly developed leadership, communication and interpersonal skills;
- Have the ability to use initiative, combined with a flexible approach and “can-do” attitude;
- Have the ability to relate to squash volunteers and players at all levels.

Hours: 37.5 hours per week. The post will require some evening and weekend work with time off in lieu of payment being awarded.

Salary: £17,000 - £24,000 (subject to experience and final agreement)

Location: Caledonia House, 1 Redheughs Rigg, South Gyle, Edinburgh, EH12 9DQ.

Closing date: Wednesday 28 November 2007 (12noon)

Interviews: Monday 3 December 2007 (provisionally).

An application pack can be obtained by contacting Frania Gillen-Buchert, Scottish Squash Event and Administration Co-ordinator via the phone number below or via email at:

frania.gillen-buchert@scottishsquash.org This information is also available in alternative formats on request.

Tel: 0131 317 7343
www.scottishsquash.org

This post is being re-advertised, previous applicants need not re-apply.

Scottish Squash is a company limited by guarantee registered in Scotland.

Scottish Squash is an Equal Opportunities Employer and a non-smoking work place.



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