

# Inverness Tennis & Squash Club



## Job Description

Job Title	Club Development Officer (CDO)
Reports to	Club Manager, Inverness Tennis & Squash Club.
Salary	£9,000 p.a. (17 hours per week)

## Job Purpose

To support the development of the Club by increasing membership through increased participation in racket sports and improving partnership working.

## Increase Membership

- Contribute significantly to the fulfilment of the Club's strategic membership growth targets
- Promote sports activities within and outside the Club, making full use of all appropriate marketing methods (such as website, social media, newsletters, etc)
- Arrange suitable leadership for these activities, engaging specialist on-court coaching or other inputs as appropriate
- Organise on-court activities to encourage increased racket sports participation by existing and new members, at all levels of experience and competence
- Maintain a dynamic personal presence in the Club, to foster enthusiasm, sociability and active sporting involvement among existing and prospective members
- Work closely, constructively and creatively with the Club management team, sport committees/captains and independent Coaching staff to maximise the productive utilisation of all Club resources

## Associated Responsibilities

- Work closely with other sports bodies such as the regional development managers of Tennis Scotland, Scottish Squash and SportScotland
- Work closely with Active School Coordinators, PE staff, and staff in other sports facilities
- Help identify and secure funding sources
- Regularly report progress against targets to Club Manager, including the gathering and presentation of relevant data regarding activities undertaken, participation numbers, membership growth, etc.

## Competencies Required

- Dynamic personality with strong motivational skills, combined with interpersonal skills
- Creative leadership capability, to visualise and implement new ideas/change.
- Good communication, marketing and promotion skills, (including IT and social media)
- Management capability to plan, coordinate, prioritise and implement activities
- Understanding of the operation of clubs and sporting groups