



Job Title:	Club Development Officer (North) [22.5 hours per week]
Employer:	Scottish Squash Ltd (SSL) is the governing body for squash in Scotland, recognised by sportscotland , the European Squash Federation and the World Squash Federation. SSL is a company limited by guarantee, with a Board of Directors elected by the members.
Reports to:	Head of Development
Who Reports to the Job Holder:	n/a
Job Purpose:	<p>The Club Development Officer is a key member of the Scottish Squash Development Team, implementing the club development plan in the region(s). The Club Development Officer will be responsible for increasing and sustaining participation in squash, enhancing sports development structures in the region and working with performance coaches to embed talented athlete pathways. The Club Development Officer will be responsible for delivering SSL programmes to significantly increase the number of people playing the sport in the region(s).</p> <p>Whilst operating within a defined geographical area(s), the role may also involve wider support to other team members and will involve working in multiple environments, including community partners, local authorities, clubs, indoor centres, schools, colleges and universities.</p> <p>The Club Development Officer will support the development of squash people, places and programmes in the region(s), inspiring people from all backgrounds and working to ensure squash is a more equal and inclusive sport.</p>
Location:	Based in sportscotland Grampian Office: Broadfold House Broadfold Road Bridge of Don Aberdeen AB23 8EE
Salary:	SSL Grade 3 - £22,500 per annum (pro-rata for 22.5 hours per week)
Contract:	This position is a part time position (22.5 hours per week)

To apply, please complete the Application Form and Equal Opportunities Monitoring Form provided via the website link below. Completed applications should be emailed to

david.fallon@scottishsquash.org

<https://www.scottishsquash.org/vacancies/#toggle-id-1-closed>

Closing date: Friday 31st May 2019

Interviews will be held in Aberdeen on Wednesday 12th & Thursday 13th June 2019

For an informal discussion, please contact David Fallon (Head of Development) on 07908 798 133

Key Responsibilities

- Develop an annual work programme in partnership with the Head of Development, to include the delivery of agreed targets for membership and workforce. Taking specific responsibility for an agreed number of priority clubs in the region(s)
- In conjunction with clubs and facilities, coordinate and deliver SSL programmes to increase and sustain membership
- Introducing and embedding new programmes to drive increased participation within the region, maintaining records of all activities and monitoring of results against targets
- Liaising with squash clubs across the region to ensure optimal utilisation of the club and their affiliation to SSL
- Coordinate targeted SSL programmes aimed at increasing participation amongst underrepresented groups
- Working cooperatively with local and national partners, including sportscotland partnership staff, and, where required, attending regular partnership meetings
- Attending meetings where required including club/committee level meetings, regional association meetings and AGMs where appropriate
- In partnership with the Head of Coaching, recruit, retain and develop a network of volunteers, coaches, leaders and teachers; who in turn deliver opportunities to participate in squash
- Ensuring adherence to and compliance with all SSL's policies and procedures and participating in training and coaching where required
- Responding to enquiries in a timely manner, keeping appropriate records
- Assisting with any other duties as reasonably required in order to enhance the business and strategic plans of SSL.

Person Specification

Personal Qualities/Abilities:

- Skilled communicator, empathetic and engaging
- Ability to communicate with a broad spectrum of people
- Collaborative style – strong sense of team
- Focused with attention to detail
- Very good verbal and written communication skills
- Ability to engage with key partners and maintain good working relationships
- Passionate and committed to growing the sport and delivering quality
- A positive, can do enthusiastic attitude

Time Management:

- Very good organisational and time management skills
- Flexible approach to work and able and willing to work outside normal working hours

Influencing & Relationship Management:

- Ability to work independently and within a team
- Ability to seize opportunities to achieve desired outcomes

Technical Skills:

- Project management skills
- Ability to use modern technology to communicate with very good administration and IT skills

Academic Requirements:

- Educated to degree level or equivalent vocational qualification or equivalent experience

Other (Essential):

- Full current British driving licence with access to transport and visa to work in the UK
- Individuals will be asked to become a member of the Protecting Vulnerable Groups scheme

and to make a self-declaration of any relevant convictions or investigations

- Child Protection training or willingness to undertake training