



<b>Job Title:</b>	Club Development Officer - North (22.5 hours per week – 0.6 FTE)
<b>Employer:</b>	Scottish Squash Ltd (SSL) is the governing body for squash in Scotland, recognised by <b>sportscotland</b> , 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.
<b>Reports to:</b>	Head of Development
<b>Who Reports to the Job Holder:</b>	n/a
<b>The Role:</b>	<p>No squash experience? No problem!</p> <p>Even if you think you know squash, check out the below links:</p> <p>Click <a href="#">here</a>, <a href="#">here</a> and <a href="#">here</a>.</p> <p>It's an exciting time to get involved with squash in Scotland. Scottish Squash are at the beginning of a new strategic plan, '<a href="#">A Sport For Health</a>', where the main development aims are to bring the '<i>world's healthiest sport</i>', and all of its physical, mental and social benefits, to as many people as possible. We're on a journey to show that squash is a diverse sport that can be enjoyed by everyone and anyone.</p> <p>If you're all about being part of a dynamic, energetic team, and are passionate about developing sport, people, clubs, facilities and communities, then stop scrolling, you've landed on the right opportunity.</p> <p>Scottish Squash are the national governing body of squash in Scotland and are looking for the right individual to join the development team as the Club Development Officer (North).</p> <p><a href="#">Here's</a> where the job fits in the organisation.</p>
<b>Job Purpose:</b>	<p>The Club Development Officer is a key member of the Scottish Squash Development Team and will be responsible for increasing and sustaining participation in squash by embedding Scottish Squash programmes and initiatives in local squash clubs, leisure centres, communities and schools.</p> <p>These programmes include:</p> <ul style="list-style-type: none"> <li>• <a href="#">schoolsquash</a></li> <li>• <a href="#">H/T SQUASH</a></li> <li>• <a href="#">G/RLS DO SQUASH</a></li> <li>• <a href="#">Going for Gold</a></li> </ul> <p>Whilst operating within a defined geographical area, the role may also involve wider support to other team members and will involve working in multiple environments. Partnership working will be key, in order to work together with community partners, local authorities, clubs, indoor centres, schools, colleges and universities.</p> <p>The Club Development Officer - North will support the development of people, places and programmes in the region, inspiring people from all backgrounds and working to ensure squash is a more equal and inclusive sport.</p>
<b>Location:</b>	<p>Based in <b>sportscotland</b> Grampian Office:</p> <p>Broadfold House</p>

	Broadfold Road Bridge of Don Aberdeen AB23 8EE
<b>Salary:</b>	SSL Grade 3 £22,500 per annum (pro-rata for 22.5 hours per week – 0.6 FTE)
<b>Contract:</b>	This position is a part-time position (22.5 hours per week – 0.6 FTE) <ul style="list-style-type: none"> <li>Working hours are flexible and we operate a Time off in Lieu (TOIL) policy</li> <li>This role requires occasional weekend and evening work</li> </ul>

Scottish Squash is committed to creating an inclusive and diverse working environment and is proud to be an equal opportunities employer. We welcome and encourage applications from anyone regardless of age, ability or disability, ethnicity or nationality, gender or gender identity, pregnancy or maternity, religion, sex or sexual orientation.

**To apply**, please complete the Application Form provided via the website link below.

Candidates are also invited to complete the Equal Opportunities Monitoring Form, also available at the link below.

Completed applications should be emailed to [info@scottishsquash.org](mailto:info@scottishsquash.org)

We apply a blind-recruitment process to shortlisting to remove potential unconscious bias and ensure a fair and equal recruitment process.

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

**Closing date: 23:59 on Sunday 6<sup>th</sup> October 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:**

- Ability to communicate with a broad spectrum of people
- Focused with attention to detail
- Ability to engage with key partners and maintain good working relationships
- Passionate and committed to growing the sport

**Time Management:**

- Very good organisational and time management skills
- Project management skills

**Influencing & Relationship Management:**

- Ability to work independently and within a team
- Willingness to explore new opportunities to achieve desired outcomes of the role

**Technical Skills:**

- IT confident (Scottish Squash use Microsoft Office 365)

**Other (Essential):**

- This role requires attendance at meetings/events across the defined geographical area, and occasionally more widely across Scotland, including to the Head Office in Edinburgh
- Visa/right 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 – and any other training deemed necessary for the role.