

<b>Job Title:</b>	Club Development Manager (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>	Director of Development
<b>Who Reports to the Job Holder:</b>	None
<b>Context:</b>	<p>Scottish Squash are the national governing body for squash in Scotland, and are currently working towards our strategic plan, “A Sport For Health”, where our main aims are to bring the ‘world’s healthiest sport’ and all of its benefits to as many people from as many backgrounds as possible.</p> <p>The Club Development Manager (Young People) is a key member of the Scottish Squash Development Team, a dynamic, energetic team who support the development of squash across Scotland.</p> <p>Recent research has shown a significant under-representation of young people taking part in squash in Scotland, and Scottish Squash recognise the importance and impact that targeted positive action schemes have on making a real change in participation and membership demographics.</p> <p>This post will look to capitalise on the successes of our pilot programmes to put a greater emphasis on working with clubs and key partners to enhance the offer for young people to take part in squash.</p>
<b>Job Purpose:</b>	<p>The Club Development Manager (Young People) will support clubs across Scotland to grow and sustain the participation of young people across squash in Scotland. Amongst other programmes and campaigns, they will oversee the development, delivery, monitoring and evaluation of: <b>schoolsquash</b> and Going for Gold. They will work with our equality partners to continue to support, as required and where identified through self assessment tools, a culture change that allows young people to thrive in whatever capacity they wish throughout squash clubs in Scotland.</p> <p>Additionally, they will work with the Coaching &amp; Competitions Manager to ensure all young people that come through our programmes have a clear pathway into competitive squash competitions specific to their ability level and create competition opportunities where there are gaps.</p> <p>They will also work to help clubs develop by helping to establish any young people who come through our coach education pathway, creating and developing a younger, sustainable coaching workforce to inspire and develop the next generation of squash players.</p> <p>Furthermore, they will empower young people to engage with squash in whatever capacity they desire, and to facilitate that interest to be as good as they wish to be in their respective field.</p>

<b>Location:</b>	<p>This post is appropriate for a home working request to be made. Any home working arrangements would be agreed by the post holder's line manager. The administrative base, for the purposes of expenses and travel claims, is the Scottish Squash HQ (currently located at the address below) but this can be negotiated with the post holder's line manager.</p> <p><b>Edinburgh</b>          Oriam, Heriot Watt University          Edinburgh, EH14 4AS</p>
<b>Salary:</b>	SSL Grade 4 - £26,000 per annum (pro rata)
<b>Contract:</b>	<p>This position is a part-time position (22.5 hours per week)</p> <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 evening and weekend 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.

## Key Responsibilities

- Develop an annual work programme/operational plan, in partnership with the Director of Development, to include the delivery of agreed targets for increasing and sustaining participation and membership of young people across squash in Scotland. Taking responsibility for an agreed number of priority clubs across Scotland.
- Design, introduce and coordinate targeted programmes aimed at increasing participation amongst underrepresented groups (particularly young people), establishing and maintaining relationships with key national and local partners and maintaining records of all activities and monitoring of results against targets.
- In partnership with the Coaching & Competitions Manager, recruit, retain and develop a network of volunteers, coaches, leaders and teachers; who in turn deliver opportunities for young people to participate in squash.
- Work 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.
- Provide operational support/delivery of all media coverage across the clubs' annual operational plan.
- Ensuring adherence to and compliance with all SSL policies and procedures and participating in training where required.
- Assisting with any other duties as reasonably required in order to enhance the business 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.