

<b>Job Title:</b>	Workforce Development Manager
<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>	n/a
<b>Job Purpose:</b>	<p>The <b>Workforce Development Manager</b> will drive the outcomes of a workforce development plan to support the delivery and growth of squash in Scotland. The post holder will be responsible for: developing and implementing an annual plan for the delivery of all coach education and development opportunities, supporting and developing the growth of referees and introducing and managing opportunities for volunteer engagement across squash in Scotland. They will influence and develop the workforce development plan by working with both internal and external partners and stakeholders.</p> <p>The post will have a particular focus on the design, implementation and coordination of targeted workforce development programmes aimed at increasing engagement amongst underrepresented groups.</p> <p>The Workforce Development Manager is a key member of the SSL Development Team, working alongside other staff to ensure the strategic objectives of the annual plan are being delivered.</p>
<b>Location:</b>	<p><b>Edinburgh</b></p> <p>Oriam, Heriot Watt University, Edinburgh, EH14 4AS</p> <p><i>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 above) but this can be negotiated with the post holder's line manager.</i></p>
<b>Salary:</b>	SSL Grade 4 - £28,117 per annum
<b>Contract:</b>	<p>This position is a full-time position (37.5 hours per week – 1.0FTE)</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 regular weekend and evening work.</li> </ul>

Key Responsibilities	
1	<b>Operational Management</b> <ul style="list-style-type: none"> <li>Work in partnership with <b>sportscotland</b> to ensure that squash is an integral part of any national workforce development programmes and the coaching network.</li> <li>Develop an annual work programme/operational plan, in partnership with the Director of Development, to include the delivery of agreed workforce development targets for all identified areas.</li> <li>Identify areas of underrepresentation within all workforce related roles, adapting programmes and devising targeted interventions and monitoring of results against targets.</li> <li>Manage an operational budget, at times making autonomous decisions about all areas of expenditure.</li> <li>Provide operational management/delivery of all media coverage across departmental operational plans.</li> </ul>
2	<b>Coach Education &amp; Development</b> <ul style="list-style-type: none"> <li>Manage the coach education programme to increase the quality and quantity of active coaches at all levels across Scotland.</li> <li>Effective day to day delivery of coach education opportunities (incl. coaching courses, CPD workshops).</li> <li>Manage the tutor development programme to support and develop recognised tutors.</li> <li>Effective day to day management of the Coach Licence</li> <li>Manage the implementation of a coach mentoring programme to support and develop recognised coaches, including any targeted and bespoke coach development programmes.</li> </ul>
3	<b>Referee Development</b> <ul style="list-style-type: none"> <li>Manage and enhance the Referee Registration scheme to increase the quality and quantity of active referees across Scotland.</li> </ul>
4	<b>Volunteer Management</b> <ul style="list-style-type: none"> <li>Design and implement a volunteer development plan to recruit, retain, reward and recognise volunteers working within squash in Scotland.</li> </ul>
5	<b>Other</b> <ul style="list-style-type: none"> <li>Ensuring adherence to and compliance with all SSL policies and procedures and participating in training where required.</li> <li>Assisting with any other duties as reasonably required in order to enhance the business of SSL.</li> </ul>

## Person Specification

### Skills:

- Ability to communicate positively, with a broad spectrum of people.
- Strong verbal and written communication skills with excellent presentation skills.
- A positive, can do enthusiastic attitude, with a passion and commitment to growing the sport and delivering quality.
- Committed and loyal individual, with a flexible approach to work and able and willing to work outside normal working hours.
- Strong organisational and time management skills.
- Strong collaboration and partnership building skills with the ability to develop, maintain and strengthen partnerships within or outside SSL.
- Ability to use technology to communicate with excellent administration and IT skills.

### Knowledge & Experience

- Knowledge of the sporting landscape and ability to demonstrate a track record of achieving targets.
- Knowledge and experience of the equality, diversity and inclusion agenda with the sport sector.
- Effective leadership and the ability to maintain strong and effective partnerships.
- Ability to work quickly to achieve results under pressure, identifying priorities.
- A focus on continuous improvement.
- Ability to work independently and within a team.
- Ability to seize opportunities to achieve desired outcomes.
- Proven project management experience.

### Other (Essential):

- Visa/right to work in the UK.
- Individuals will be asked to become a member of the Protecting Vulnerable Groups scheme.
- Child Protection training or willingness to undertake training - and any other training deemed necessary for the role.