



Job Title:	Club Development Manager – Women & Girls (22.5 hours per week – 0.6 FTE)
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:	Director of Development
Who Reports to the Job Holder:	n/a
Job Purpose:	<p>The Club Development Manager (Women & Girls) will support clubs across Scotland to grow and sustain the participation of women and girls across squash in Scotland. The post holder will be responsible for the development, delivery, monitoring and evaluation of targeted programmes and campaigns.</p> <p>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 women and girls to thrive in whatever capacity they wish throughout squash clubs in Scotland.</p> <p>Additionally, the Club Development Manager will work with internal and external stakeholders to ensure that all women and girls that come through our programmes have a clear pathway into competitive squash competitions specific to their ability level. They will work to create competition opportunities where there are gaps.</p> <p>They will also support clubs to develop by helping to establish any women and girls who come through our coach education pathway, creating and developing a sustainable female coaching workforce to inspire and develop the next generation of squash players.</p> <p>Furthermore, they will empower women and girls 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>
Location:	<p>Edinburgh</p> <p>Oriam, Heriot-Watt University, Edinburgh, EH14 4AS</p> <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 above) but this can be negotiated with the post holder's line manager.</p>
Salary:	SSL Grade 4 £28,117 per annum (pro-rata for 22.5 hours per week – 0.6 FTE)
Contract:	<p>This position is a part-time position (22.5 hours per week – 0.6 FTE)</p> <ul style="list-style-type: none"> Working hours are flexible and we operate a Time Off In Lieu (TOIL) policy This role requires occasional weekend and evening work

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 participation and membership amongst women and girls 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 women & girls), establishing and maintaining relationships with key national and local partners and maintaining records of all activities and monitoring of results against targets.
- Recruit, retain and develop a network of volunteers, coaches, leaders and teachers; who in turn deliver opportunities for women and girls to participate in squash.
- Provide support on major projects and initiatives including the development of multi-year funding bids and long-term partnership agreements.
- Manage project budgets, at times making autonomous decisions about all areas of expenditure.
- 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 management/delivery of all media coverage across departmental operational plans.
- Ensuring adherence to and compliance with all SSL's policies and procedures and participating in training and coaching where required.
- Assisting with any other duties as reasonably required in order to enhance the business and strategic plans of SSL.

Person Specification

Skills:

- Ability to communicate with a broad spectrum of people.
- Ability to engage with key partners and maintain good working relationships.
- Very good organisational and time management skills.
- Project management skills.
- Ability to work independently and within a team.
- IT confident (Scottish Squash use Microsoft Office 365).

Knowledge & Experience:

- Knowledge of the sporting landscape and ability to demonstrate a track record of achieving targets and promoting culture change.
- Knowledge and experience of developing and managing programmes, initiatives and education to increase participation and engagement in the sport sector.
- Knowledge and experience of the equality, diversity and inclusion agenda within sport.
- Experience of partnership development and management.

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.