

Project Administrator: Scottish Squash Limited

About Us

Scottish Squash Limited (SSL) is the governing body for squash in Scotland. Our office is based at Oriam, Heriot-Watt University, Edinburgh, and we have a dedicated team of 9 staff working across the country.

With approximately 5,500 players, 76 member clubs, a voluntary Board of Directors, and a network of regional committees, squash in Scotland is entering an exciting new era as we move into the final year of our strategic plan: Together For Squash in Scotland - 2023-27. There's lots of positive things going on in Scottish Squash and this is an exceptional opportunity for someone with a passion for sport and great communication skills to be part of a talented team growing the sport in our country. This role will play a key part in the development and launch of a new 12 year strategy for the sport in Scotland.

Together for Squash in Scotland

We launched our strategic plan [Together For Squash in Scotland](#) in 2023. In it we identified our ambitions linked to three strategic pillars, which are underpinned by four-year long-term outcomes.

Below is a summary of the key parts of our strategy with our Mission and Values supporting our three key strategic pillars and leadership themes.

OUR STRATEGIC PILLARS

- 1 Clubs
- 2 Performance Pathway
- 3 Leadership

OUR LEADERSHIP THEMES

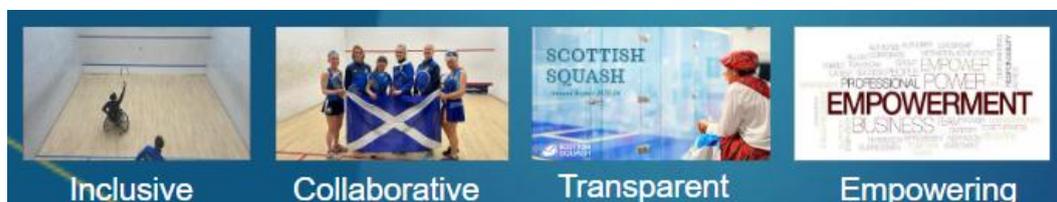
- 1 Equality, Diversity and Inclusion
- 2 Collaborative Culture
- 3 Raised Profile

Our Mission

To achieve our ambitions, Scottish Squash will work together with the regions and the clubs, to help you to enjoy squash, be the best you wish to be, and have a lifelong participation in the game.

Our Values

Underpinning everything we do are our values, and it is important that our staff and squash family lives these values if we are to be more successful.



The Role

Scottish Squash will be launching a new long term strategy for the sport in April 2027 and are currently moving into a consultation period with partners, working groups and members of the squash community. As part of this new strategy, a number of projects have already been identified and this role will co-ordinate and administer the logistics and planning to ensure successful delivery.

The **Projects Administrator** will be a key member of the Scottish Squash staff team, looking to support the Executive Team in the delivery of a range of projects planned for the coming two years. Key projects include:

- Planning and delivering a 6 month consultation programme with the squash community in the lead up to Scottish Squash launching a new 12 year strategy for the sport in Scotland;
- Co-ordinating the implementation of a new digital strategy to maximise technology and systems to grow participation, data collection and membership engagement;
- Support a working group to establish a charitable organisation to support the growth of younger people playing the sport; and
- Support the organisation in the development of a new facilities strategy

Additionally, the **Projects Administrator** has a key role to play in working alongside colleagues and partners, to enhance efficiency within day to day operations of the organisation.

Location: SSL Office, Oriam, Heriot-Watt University, Edinburgh, EH14 4AS

This post is based at the Scottish Squash Office within Oriam, Scotland Performance centre (currently located at the address above). Scottish Squash offer a flexible working arrangement with 50/50 blending workplace and home working.

Salary: £29,523 per annum (pro rata)

Contract:

- This position is a Temporary role with an initial 1 Year contract period which may be extended.
- The role is a part-time position (based on 2 days / 15 hours per week)
- Working hours are flexible and we operate a Time Off In Lieu (TOIL) policy
- This role may require occasional weekend and evening work

About You

We are looking for an individual with a strong foundation of organisational and communication skills, able to manage multiple tasks simultaneously and engage with external stakeholders.

Attention to detail is essential with strong time management skills and familiarity with project management tools also support success in this role. This role requires the ability to work within a team environment bringing a positive, solutions focused mindset.

Knowledge of squash is not essential, however an interest in sport and understanding of Sports Governing Body or membership organisations would be an advantage.

If you have the ambition, passion, and credentials to steer SSL into its next chapter, we encourage you to apply.

Application Process

Please send your Curriculum Vitae (no more than 2 pages) along with a supporting statement (up to 500 words) detailing your relevant skills, knowledge, and experience to: recruitment@scottishsquash.org.

Please include the names and contact details of two referees (one of whom should be a previous employer). Referees will not be approached until the final stages of selection, and only with your prior consent.

Please also complete our Equal Opportunities Monitoring Form [HERE](#).

If you have any queries or wish to have an informal discussion about the role please contact paul.macari@scottishsquash.org

Closing Date: 8th April 2026

Interviews: Week commencing 13th April

We suspect this role will have a high level of interest and so if you are interested in this post **we advise you apply early**, as we reserve the right to close the advert prior to the advertised closing date.

Further Information

Equal Opportunities Monitoring Form

Scottish Squash Limited is committed to being an equal opportunities employer, ensuring a working environment free from harassment, victimization, or discrimination. We welcome applicants from all backgrounds, regardless of age, gender identity, disability, race, religion, sexual orientation, socioeconomic status, or any other characteristic.

Key Responsibilities	
1	Project Delivery <ul style="list-style-type: none">• Work with the Executive Team to achieve project and organisational goals• Build relationships to ensure a sound understanding of project needs and expectations• Use effective processes to ensure data is accurate and consistent ways of working are shared and used across the project support team.• Work effectively against established project plans and update accordingly.• Flexibly manage a varied workload to ensure targets are achieved and actions delivered• Organise logistics for meetings, events and training.• Prioritise work to meet tight deadlines and adjust to changing demands, without compromising on quality• Agree the most appropriate way to communicate effectively with key internal staff to ensure they are informed of project progress
2	Other <ul style="list-style-type: none">• 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 Scottish Squash

Person Specification

Skills:

- An inclusive approach and commitment which actively creates and maintains a respectful culture
- Ability to research and communicate information appropriately and work over multiple projects across different channels
- Excellent organisational and time management skills
- Ability to develop and maintain positive relationships with external organisations, and individuals
- Project delivery skills
- IT confident (SSL use Microsoft Office 365) and Database management
- Ability to work quickly to achieve results under pressure, identifying priorities

Knowledge & Experience

- Knowledge of the workings of a membership body
- Experience of providing support to specific projects and associated tasks.
- Knowledge and experience of the equality, diversity and inclusion agenda within sport.
- Knowledge and experience of developing communication plans and managing communication channels.
- Experience of co-ordinating work with external partners and developing effective partnerships.
- Knowledge of either membership systems or data collection platforms
- Knowledge of utilising AI to improve efficiency would be an advantage

Other (Essential):

- Visa/right to work in the UK
- Individuals will be asked to become a member of the Protecting Vulnerable Groups scheme
- Willingness to undertake training deemed necessary for the role