

Club Development Officer - Dalgety Bay Squash Club

Following a new Club Support Programme launched by sportscotland this year, Scottish Squash are investing in a new Club Development Officer to be based at Dalgety Bay Squash Club.

About Us

Dalgety Bay Squash Club is an ambitious squash club with a committed group of junior, senior and masters players looking to grow. This is a new role for the club, created to bring dedicated coaching and development support to Dalgety Bay while also supporting the growth of Dunfermline Squash Club.

The Role

The Club Development Officer will develop and deliver a sustainable, year-round coaching programme across Dalgety Bay and Dunfermline Squash Clubs, based primarily at Dalgety Bay. The postholder will build a junior development pathway from beginner to competitive level, grow local community and school engagement, mentor volunteers into coaching roles, and support both clubs to grow their membership whilst becoming more inclusive and sustainable.

- **Location:** Dalgety Bay Squash Club
- **Part-time:** 10 paid hours per week
- **Salary:** Based on £10,000 per annum
- **Contract:** Consultant basis, three-year funded position, with potential for extension, subject to funding and performance. The successful candidate will be a contractor for Scottish Squash.
- **Potential:** Opportunity to grow into a full-time role.
- **Location:** Dalgety Bay Squash and Tennis Club, Moray Park, Dalgety Bay, Dunfermline KY11 9UZ, with regular delivery at Dunfermline Squash Club
- **PVG:** Membership required (or willingness to obtain).

Start date: November 2026
Organisation: Dalgety Bay Squash Club, in partnership with Scottish Squash
Reports to: Dalgety Bay Squash Club

Key Responsibilities

- Develop and deliver a sustainable, structured coaching programme spanning both clubs, from beginner through to competitive level
- Support Dunfermline Squash Club with coaching provision, helping rebuild membership and team activity
- Mentor and support club volunteers, helping new volunteers work towards coaching qualifications
- Grow local community engagement, including building relationships with local schools and Active Schools teams to establish a schools programme
- Deliver a clear focus on increasing diversity of membership, with particular attention to growing junior and women's participation at both clubs
- Improve wellbeing and safeguarding procedures across both clubs, ensuring compliance with PVG and child wellbeing and protection requirements
- Work towards the formation of junior and women's teams at both clubs, with an aspiration to re-establish a junior league
- Provide regular monthly reporting to the club committee(s) and Scottish Squash on coaching delivery, participation and progress against targets
- Attend relevant committee and review meetings, liaising with Scottish Squash's development team on mentoring and support
- Undertake any other duties reasonably required to enhance the delivery and strategic aims of both clubs

Safeguarding

The successful candidate will be expected to promote safe, inclusive and positive coaching environments and work within relevant Scottish Squash and club safeguarding requirements. A PVG check will be required where applicable.

Person Specification

Essential

Qualifications:

- A squash-specific coaching qualification (minimum Level 1 or equivalent)
- A member of the Scottish Squash Coach Licence, or willingness to apply for one
- A valid Child Wellbeing and Protection in Sport certificate, or equivalent, or willingness to undertake training
- Willingness to become a member of the Protecting Vulnerable Groups (PVG) scheme and to make a self-declaration of any relevant convictions or investigations

Experience & Knowledge:

- Experience of coaching squash to a variety of age groups and abilities, from complete beginners to competitive players
- Experience of building or re-establishing coaching programmes, ideally with a focus on growing club membership
- Ability to engage with key partners - clubs, schools, local community groups and Scottish Squash and maintain good working relationships

Skills:

- IT confident (Microsoft Office 365), with the ability to produce clear monthly reports
- Ability to communicate with a broad spectrum of people, including children, parents, volunteers and committee members
- Very good organisational and time management skills, with the ability to work independently across two sites
- Self-starting and able to build a programme largely from scratch
- Focused, with strong attention to detail

Desirable

- Knowledge and understanding of the issues affecting volunteer-run clubs
- Experience of mentoring or developing volunteers towards coaching roles
- Understanding of, or experience delivering, programmes aimed at increasing participation among underrepresented groups (e.g. women and girls, junior players)
- Willingness to work towards Level 2 Coaching Qualification or Squash Coach Award

Other (Essential):

- This role requires travel and delivery across both Dalgety Bay and Dunfermline
- Own transport, to travel between the two club sites
- Visa/right to work in the UK

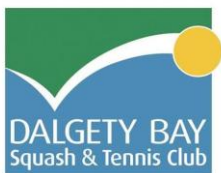
Application Process

- 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 title the email subject: **Dalgety Bay Club Development Officer**
- 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](#).

Closing date: **13th October 2026**

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.