

Job Description: Development Officer

This is an exciting new post which will be central to developing strategic, national and local partnerships and opportunities throughout Scotland that will encourage participation by as wide a customer-base as possible in the sports of waterskiing and wakeboarding. We are the Scottish Governing Body and want to breathe new life back into the sport – and the Development Officer role will be pivotal to that. We have recently seen a number of new people with a raft of skills and experience from different backgrounds join the team - the successful applicant will be working with an exciting, dynamic and motivated team of volunteer Board of Directors, a Chief Operating Officer and a Development Coach – as well as the management, staff, volunteers and participants from clubs and venues throughout Scotland.

General:

Reporting To	Chief Operating Officer
Location	This is a national field-based role which involves travel across Scotland and occasionally the rest of the UK. The main base for the post is the WWS HQ in Dunfermline. Home working will also be available when appropriate.
Nature of Contract	Part time - Fixed Term to September 2022 (with strong likelihood of extension). The role is funded by sportScotland. The expectation is that, if short term growth objectives are achieved, the role has the potential to develop into full time.
Hours of Work	17.5 hours/week. Flexible working patterns will be considered. The nature of the role may on occasion require working in excess of these hours to ensure core objectives are achieved.
Salary	£24,000-28,000 pro rata dependent upon skills and experience, 33 days holiday per annum (advancing to 38 after 2 years' service) pro rata (statutory days and bank holidays included). Contributory pension scheme.

Role Summary:

The Development Officer will directly contribute to achieving the outcomes in the WWS strategic and operational plans. The main purpose of the role is to promote and develop waterski/wakeboard activities across Scotland. It will be focussed around club development and the creation and implementation of initiatives that aim to increase participation in waterski/wakeboard across Scotland. The post holder will work closely with the Development Coach.

Key responsibilities:

1. Develop and implement marketing/promotion plans to increase participation in the sport
2. Identify target groups, liaise with and create/maintain relationships/partnerships/networks with local communities
3. Identify activity programmes which support the ongoing development of the sport by meeting stakeholder needs and engage with the Development Coach regarding the creation and implementation of these programmes
4. Support club/operators with the development and implementation of their own development plans
5. Monitor, evaluate and report on initiatives and programmes
6. Seek funding opportunities and advise clubs/groups on grant applications

7. Manage WWS website and social media channels
8. Design and implement a volunteer pathway programme and support clubs to recruit new volunteers
9. Support the Development Coach to plan, promote and implement national competitions and tournaments – and assist clubs with design and delivery of “backyard” competitions

The successful candidate will need to be able to demonstrate that they meet the essential criteria listed below:

	Essential:	Desirable:
Knowledge and Experience	<ul style="list-style-type: none"> • Understanding of the sport or community development (or other relevant landscapes) - e.g. Active Schools programme, local authority sports development, sports funding and other partner agencies • Programme design, development and management • Marketing and promotion – including social media • Partnership, stakeholder and customer engagement • Grant funding applications, fundraising and budget reporting 	<ul style="list-style-type: none"> • Knowledge of the sporting sector • Business development • Account management • Customer relations
Key Skills	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Key Performance Indicator Reporting • Intermediate level knowledge of Microsoft applications and Social Media platforms • Strong interpersonal skills and relationship management • Strong team player • Enthusiastic, focussed, motivated and determined • Adaptable and able to multi-task • Ability to prioritise tasks, meet deadlines, work on own initiative and know when to seek guidance • Understanding of and commitment to equality, diversity and inclusion 	<ul style="list-style-type: none"> • Educated to degree/diploma level • Knowledge of contemporary issues within the sporting sector • An appreciation of the links between sport, funding and business. • Experience of increasing retention rates of eg customers and volunteers
Other	<ul style="list-style-type: none"> • Valid UK diving license and own transport • Membership of the PVG scheme • Some weekend and evening working may be required 	

Applications:

Applications in the form of a covering letter and CV should be emailed to coo@waterskiandwakeboardscotland.co.uk
The closing date is **Wednesday 7 October 2020.**