

# Paddle Scotland

## Role Description and Person Specification

<b>Role title:</b>	Development Manager (Clubs & Engagement), Paddle Scotland
<b>Salary:</b>	Circa £35,000
<b>Location:</b>	Hybrid working, including travel across Scotland, as required
<b>Reports to:</b>	Senior Development Manager
<b>Employment:</b>	Full time (37 hours per week) or part time considered; permanent

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### Who are we?

Paddle Scotland is the Governing Body for paddlesport in Scotland. We are a membership organisation comprising more than 4,000 individual members including over 2,300 qualified coaches.

We have a network of 80+ affiliated clubs and 45 delivery partners throughout Scotland offering a range of paddlesport disciplines.

### What do we do?

As a people-focussed and volunteer-led organisation, we strive to support and educate everyone who paddles in Scotland. Our aim is to cultivate an inclusive community people want to be part of, with opportunities for all to grow, develop and progress in paddlesport.

As outlined in our 'Paddlesport for All' strategy, we believe that paddlesport is something that everyone should be able to enjoy regardless of background or circumstances.

We want to make the sport more accessible and work in partnership with other organisations to seek out how to remove real and perceived barriers that prevent people taking up and flourishing in our sport.

### What is the role?

The Club Development Manager Role is specifically focused on supporting our 80+ clubs across the country. Working with the Development Team, you will lead on engaging with clubs on the ground as well as supporting them with the behind the scene work such as governance, finance and health and safety. This role will include a mix of supporting remotely while being active at club events and paddles and developing programmes to support clubs to be sustainable long term.

Clubs are a vital part of the delivery of paddlesport in Scotland. This role will work to identify key areas for improvement in Paddle Scotland's support for clubs, supporting the great work our clubs do while working to break down barriers that stop people paddling.

Coach development and skill development will play a pivotal role in the work you do with a drive to increase opportunities for paddling, engagement with coaching and leadership awards and to support clubs to have ongoing coach development programmes embedded in them.

Alongside your work in clubs, you will be actively involved in building the paddlesport community throughout Scotland, supporting the work of our 45 delivery partners and affiliated events to build a stronger community.

## Role Description

### Clubs

- Develop strong relationships and engagement with club paddlers and committee members.
- Have a clear understanding of the framework of clubs.
- Provide support to clubs on an ongoing and sustainable basis.
- Identify gaps and put in place resources and programmes to fill these.
- Support clubs to ensure policies and procedures are in place and updated as required.
- Develop processes for clubs to check equipment and seek advice as needed.
- Work with clubs to complete funding applications as required.
- Develop club sustainability and development plans working closely with club committees and stakeholders.

### Safety & Safeguarding

- Work closely with the Water Safety Lead to support delivery of safety messaging where appropriate.
- Work with the Safeguarding Lead to ensure clubs follow safeguarding policies and procedures, answer questions and find solutions to support as many people into the sport as possible.
- Promote a culture of safety proactivity within clubs and commercial organisations.

### Coach Development

- Deliver in club and regional coach development sessions and programmes.
- Act as a mentor to club-based coaches.
- Where appropriate, deliver BCAB PPA, Leadership and Coach training to support clubs to be sustainable.

### Young People

- Support and encourage clubs to welcome in more young people.
- Support the delivery of the Paddle Scotland Young Ambassador Programme.
- Support opportunities to get more young people into paddling and access to paddle events.
- Identify and support clubs, organisations and community groups focused on the development of young people.

### Engagement

- Work with other members of the Development Team to identify new opportunities to engage with paddlers both inside and outside of the membership.
- Identify opportunities to engage further with communities delivering (or who could be delivering) paddlesport.
- Attend events increasing engagement with the community.

### Other

- Comply with all Paddle Scotland policies and ensure all activities are delivered safely, supported by the production of risk assessments and PVG checks, as appropriate.
- Travel across Scotland and overnight accommodation may be required as part of this role.
- For the right candidate this role may also include some elements of supporting the quality assurance process of BCAB Coaching and Leadership awards.
- Ensure clear records of support delivered are maintained.

## Person Specification

Area	Essential	Desirable
<b>Qualifications and Attainments</b>	<ul style="list-style-type: none"> <li>• Educated to degree level in a relevant discipline, or with equivalent professional experience.</li> <li>• Be a qualified BCAB Coach to at least a moderate water level.</li> <li>• Be a provider of Personal Performance Awards.</li> <li>• Strong commitment to continuing professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• Accredited training in case project management, health and safety or quality assurance.</li> <li>• Be a BCAB Safety, Coach or Leadership Provider.</li> <li>• Be a National Association Trainer.</li> <li>• Be qualified across multiple disciplines.</li> <li>• IOSH Managing safety or equivalent.</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with clubs and commercial operators.</li> <li>• Strong interpersonal and communication skills, with the ability to support, mentor, and train staff, volunteers and club officers.</li> <li>• Ability to manage and operate digital systems for events and membership administration (e.g. booking systems, databases, Google Workspace).</li> <li>• An experienced, current and active paddlesport Coach.</li> <li>• Understanding around event organisation and delivery.</li> <li>• A proven track record of setting up support systems and mechanisms that allow for short term fixes and long term solutions.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working strategically to review, develop, and grow programmes.</li> <li>• Experience of working with or supporting volunteers and clubs within a sport or community setting.</li> <li>• Understanding of equality, diversity and inclusion principles within sport, and ability to apply these to both events and safeguarding practice.</li> <li>• Experience in writing funding applications and the set up of SCIOs.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Current membership of the PVG Scheme (or willingness to obtain prior to appointment).</li> <li>• Strong organisational and time management skills, able to balance operational delivery with strategic development.</li> <li>• Ability to make decisions under pressure and manage sensitive situations with professionalism, empathy and authority.</li> <li>• Willingness to travel across Scotland, with flexibility to work evenings and weekends as required for events or club support.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the wider outdoor industry both volunteer lead and commercial.</li> <li>• Confidence in representing the organisation with external partners, agencies and stakeholders.</li> <li>• Ability to build relationships with new potential partners.</li> </ul>