

## Job Advert

<b>Role title:</b>	Operations Administrator, Paddle Scotland
<b>Salary:</b>	£24,500 per annum
<b>Location:</b>	Hybrid working, including travel across Scotland, as required
<b>Reports to:</b>	Communications and Operations Manager
<b>Employment:</b>	Full time (37 hours per week), permanent (following probationary period)

---

### 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 over 80 affiliated clubs and 40 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?

This is a dynamic and varied role at the heart of Paddle Scotland, combining customer service, operational delivery and digital engagement. You'll be the first point of contact for members and partners, ensuring every enquiry is handled with professionalism and care. From managing the shared inbox to supporting events and communicating through our digital channels, you'll play a key role in helping us deliver a high-quality experience for our community.

Working flexibly across a hybrid environment, including our head office in Perthshire, you'll provide essential support to colleagues right across the organisation. Whether it's coordinating logistics for the performance team, ensuring systems and databases are accurate, or assisting with training and course administration, your work will help keep Paddle Scotland running smoothly. You'll also contribute to our communications by creating engaging content for social media, newsletters, and our website, showcasing the best of paddlesport in Scotland.

This is an exciting opportunity for someone who enjoys variety, teamwork, and making a real difference. You'll gain experience across multiple areas of operations, events and digital communications. Some travel across Scotland, including overnight stays, may be required, offering you the chance to see the impact of your work first-hand.

Part-time and flexible working requests may be considered for the right candidate.

## How do I apply?

The job description and person specification can be found on our website:

<https://www.paddlescotland.org.uk/jobs>

To apply for the role, please attach your CV and a cover letter detailing how you meet the requirements of the post and send it to [HR@paddlescotland.org.uk](mailto:HR@paddlescotland.org.uk).

The deadline for applications is **17:00 on Wednesday 15 October 2025**.

Interviews will be virtual and will be held on **28 and 29 October 2025**.

## Equality and Diversity Statement

Paddle Scotland is committed to creating a diverse and inclusive organisation that reflects the communities we serve. We actively welcome applications from individuals of all backgrounds, cultures, identities, and experiences.

If you have any queries about the application process, or would like to discuss the role in advance of an application, please contact [HR@paddlescotland.org.uk](mailto:HR@paddlescotland.org.uk).