

Role Description and Person Specification

Role title: Lead Coach

Salary: £32k per annum plus 5% pension contribution

Contract Type: Full time, 37.5 hours per week, Fixed term until August 2029

Location: Edinburgh Schools Kayak Club

Reports to: Edinburgh Schools Kayak Club Board & Senior Development Manager

Who are we?

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

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

This role specifically will be focused on supporting development in one of our clubs based in Edinburgh, Edinburgh Schools Kayak Club (ESKC), at Meggetland Community Sports Hub.

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.

What is the role?

We are seeking an enthusiastic, proactive and forward-thinking Lead Paddle Sport Coach to play a key role in the development and long-term sustainability of Edinburgh Schools Kayak Club.

This is an exciting opportunity for a coach who is passionate about paddlesport and recognises the wider impact that a thriving community club can have. In addition to delivering high-quality coaching, the successful candidate will help grow membership and build on the initiatives already developed both on and off the water to support the strategic development of the organisation.

Working alongside our committee, trustees, volunteers and members, the Lead Coach will help us build a sustainable future where more people can enjoy, develop and progress through paddlesport.

Role Description

Coaching & Club Development

- Further develop club activity by adding more sessions, more often to more young people
- Support young people to not only engage in paddlesports but to make it part of their personal wellbeing and a lifelong passion.
- Check and maintain all club equipment and ensure it meets the requirements and is fit for use.
- Contribute to the development of the PS Paddler Reference Points & Paddlesport Skills Booklets and embed the use of these within the club culture and environment.
- Connect ESKC programmes with key learning environments and trips.

Membership Growth & Inclusion

- Support the club to transfer its paddlesport participation levels into growing our club membership and therefore supporting future sustainability.
- We are an inclusive club and strive to remove barriers to participation, further support and leadership in this area will help us have greater inclusion and diversity within the club and ensure the club ethos and outcomes continue to align with Paddle Scotland Strategy around EDI.
- Identify additional areas within the club where small or larger initiatives can reach these outcomes and present to the board of trustees.

Volunteer Development & Mentoring

- Encourage non and existing members to gain coaching qualifications, develop leadership skills and create the next generation of volunteers and coaches.
- Support members personal development and personal welfare to ensure a strong safety and inclusion culture within the club.
- Work with the parents and guardians of young people to develop understanding around the sport and appropriate support networks required.

Administration & Governance

- Strengthen coaching administration, organisational communication and governance, while freeing a volunteer board to focus on strategic development.
- Input into the strategic development of the club from an “on the ground” perspective identifying opportunities and challenges.
- Work with the Club board and volunteers to put in place sustainable systems that work to support communication and reduced administrative load.
- Ensure good governance throughout everything you do in the role and support up and coming members and coaches to understand the importance of this and how to achieve this without putting big barriers in place.
- Utilise the Pathway rudder to support development and growth.

Financial Sustainability

- Help increase club revenue and establish a sustainable coaching and activity model beyond the initial three-year funding period.
- Identify key areas where further income can be generated to support club growth and paddler support.

Person Specification

Area	Essential	Desirable
Knowledge and Experience	- Have a clear understanding around pedagogical coaching and understanding around how fun sessions lead to progression. - Have at least 2 years experience working in the outdoor / paddlesports industry.	- Have proven experience of supporting others' development in a club or industry setting. - Have 5 or more years experience in a similar role. - Have experience of managing equipment inventory and maintenance requirements.
Performance Development Sport		- Have an understanding of performance sport in the paddlesports environment - Have an understanding and enthusiasm for Kayak Cross, Slalom or Sprint Kayaking.
Coaching & Qualifications	- Hold a BCAB Level 3 Coach award in sheltered water or above - Have a 2 day first aid certificate	- Hold a BCAB Level 3 coach award in Kayak, Canoe and SUP. - BCAB Performance Coach Award - BCAB Racing or Slalom Coach - Hold a IOSH in managing safety or equivalent - Hold an outdoor specific first aid qualification
Events	- Have previous experience of being involved in event organisation around sporting events. - Have a willingness to be involved and learn from others around event development and management.	Have an understanding and previous experience of leading both small and bigger events aimed at increasing participation and engagement with sport.
Interpersonal skills	- Organisational and time management skills. - Ability to connect with both young people and adults. - Clear understanding of young people and empathy for the barriers and challenges that face them. - Strong communication skills with all ages of people.	Clear proven record of working with young people both from a privileged and underprivileged background.
Safeguarding	- Have a clear understanding of safeguarding protocols and why these are so important in sport - Have completed the Sport Scotland CWPS or be able to complete before starting the role.	Have completed the Sport Scotland CWPO.

Any successful applicant will be required to have a PVG through the club before starting in the role.