Paddle Scotland

Role Description and Person Specification

Role title: Project Officer (Forth Canoe Club Access Project)
Salary: £35,360 per annum FTE, pro rata (£14,144 actual)
Contract Type: Part time, 16 hours per week (0.4 FTE), Fixed term until August 2029
Location: Edinburgh (Hybrid)
Reports to: Forth Canoe Club Board of Trustees & Paddle Scotland Senior Development Manager

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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, Forth Canoe Club (FCC), Scotland's oldest paddlesport club.

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 a dedicated and organised Project Officer to lead the strategic, administrative and funding phases of Forth Canoe Club's ambitious Access Project.

The club's vision is to replace its existing dated boathouse with a modern, fully accessible clubhouse and community hub. The new facility will transform access from street level via a lift, introduce accessible changing facilities and showers, and serve as a venue for para-paddling, outreach programmes and wider community hire.

This key role will provide dedicated capacity to relieve pressure on the club's volunteer base, bridge the gap between community sport and capital development, and guide the club through planning, capital fundraising and long-term organisational sustainability.

Role Description

Project & Capital Funding Management

- Identify, target and submit major grant and capital funding applications for the Access Project.
- Manage funding phases, monitor complex project timelines and ensure alignment with planning application schedules.
- Build and maintain proactive relationships with potential funders, statutory bodies and key partners, including Scottish Canals and the City of Edinburgh Council.

Project & Organisational Management

- Maintain comprehensive project documentation, records and progress logs to ensure strong organisational governance and clear audit trails throughout the project lifecycle.

Strategic & Business Planning

- Draft a robust, comprehensive Business Case for the new boathouse/clubhouse, including options for income generation through room hire and facility utilisation.
- Develop a 5-Year Club Development Plan in collaboration with club trustees and active volunteers.
- Conduct a viability assessment for a long-term operational staff role based on the new facility's future needs.

Delivery & Stakeholder Communication

- Act as a key point of contact during the planning and capital phases, liaising between the Board of Trustees, architects, contractors and local partners.
- Support organisational growth by transitioning the club toward enhanced operating and delivery structures.

Monitoring, Evaluation & Reporting

- Collect data, maintain funding compliance and provide quarterly progress updates to the Board of Trustees.
- Track project KPIs including grant applications submitted, funding secured, milestone completion and business plan delivery.
- Author an End of Project Learning Report to document insights and create a blueprint for capital development in community sport.

Such other work as may from time to time be required.

Key Milestones & Project Deliverables

- **February 2027:** Onboarding, governance orientation, funding options mapping and initial funder engagement.
- **June 2027:** Complete first draft of the 5-Year Club Development Plan for Board review.
- **August 2027:** Key funding secured to start work on full architectural drawings.
- **October 2027:** Deliver the finalised Clubhouse Business Case and commercial viability model.
- **2028–2029:** Support the successful planning application process, secure capital construction funds and complete project delivery goals.

Person Specification

Area	Essential	Desirable
Knowledge and Experience	• Ability to produce clear, concise and well-organised project documentation, funding proposals and stakeholder reports. • Effective communication skills, with experience of managing multi-stakeholder relationships. • Excellent time management, self-motivation and the ability to work independently in a flexible, hybrid structure. • Proficient in Word, Excel and a variety of systems to ensure efficient and effective reporting and workload management.	• Experience of working alongside voluntary boards or community sport structures.

Area	Essential	Desirable
Project Management	• Proven track record in project management, grant funding applications or capital fundraising within the third, public or sporting sectors. • Strong experience of developing business cases, strategic development plans or organisational viability assessments.	• Knowledge of local authority planning processes or capital build project lifecycles.
Equality, Diversity & Inclusion	• Demonstrated understanding of the Equality Act 2010 and its application to widening access to sport and community facilities.	
Safeguarding & Eligibility	• Be eligible for PVG membership. • Complete safeguarding training before starting the role. • Hold, or be willing to complete, first aid training. • Be aged 18 or over.	• Interest in or familiarity with paddlesport, outdoor recreation or adaptive/para-sport initiatives.

Working Conditions

- **Hours:** 16 hours per week (0.4 FTE, based on a 40-hour week), typically worked as two 8-hour days, with flexibility across the week.
- **Location:** Hybrid working, with attendance on site in Edinburgh when required.
- **Support:** The role is employed by Paddle Scotland. Strategic oversight is provided by the Forth Canoe Club Board of Trustees, with line management and support from Paddle Scotland's Senior Development Manager.

How to apply

Please send a CV and a covering letter setting out how you meet the person specification to **hr@paddlescotland.org.uk**.

- **Closing date:** Wednesday 16 December 2026
- **Interviews:** week commencing 11 January 2027
- **Start date:** February 2027

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

Paddle Scotland is an equal opportunities employer and welcomes applications from all suitably qualified individuals.