

Job Advert

Role title:	Operations Assistant, Paddle Scotland
Salary:	National Living Wage
Location:	Hybrid working, including travel across Scotland, as required
Reports to:	Operations Officer
Employment:	Part-time (18.5 hours per week), for a three-month period

Who are we?

Paddle Scotland is the Governing Body for paddlesport in Scotland and a founding member of Paddle UK. 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.

What do we do?

Our eight delivery areas encompass the full range of activities, services and projects we deliver on behalf of members, partners and the wider community. We apply our approach to these Delivery Areas to help us achieve our vision and mission.

Our Delivery Areas are:

- Members, clubs, communities and organisations
- Recreational paddling
- Competition paddling
- Learning and development
- Safety, wellbeing and safeguarding
- Environment, access and facilities
- Grandtully Station Park
- Performance programme

What is the role?

Paddle Scotland is currently in a period of transition as we approach the end of our current *Paddlesport for All* strategy and look to build on our progress through the development of a new strategy that will outline our vision, mission and outcomes for the next four years.

As part of our strategic development process, we are reviewing our systems and processes and require short-term operational support to provide our small team of dedicated staff with the time to undertake this review.

The Operations Assistant will provide crucial administrative and logistical support to the Paddle Scotland team. The role is designed to ensure the smooth and efficient day-to-day running of operations, supporting the delivery of courses, programmes, and services aligned with the organisation's strategic goals.

The post is initially for a period of three months, and we are receptive to the discussion of alternative working arrangements. This post may also be extended following an assessment of our workforce requirements as part of our strategic review process.

How do I apply?

The job description and person specification can be found on our website or by request from paul.stark@paddlescotland.org.uk

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 paul.stark@paddlescotland.org.uk

The deadline for applications is **Friday 23 May 2025**

Interviews will be virtual and will be held on **Thursday 29 May 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 Paul Stark at paul.stark@paddlescotland.org.uk