

 **SPRINT
COORDINATOR**
OCTOBER 2026



PADDLE
SCOTLAND

RECRUITMENT PACK

About Us

Who we are

We are here to support and develop Paddlesport across Scotland.

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.

Partner of / Supported by:

sportscotland
the national agency for sport

spòrs alba
am prìomh bhuidheann
nàiseanta airson spòrs

PADDLEUK

PADDLE
SCOTLAND



About Us

What 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.

The Scottish paddlesport community is a vibrant, strong and welcoming community of people and organisations and we achieve more when we work together.





Key Details

Role title: **Sprint Coordinator**, Paddle Scotland

Salary: £28,000 per annum

Location: Hybrid working, including travel across Scotland

Reports to: **Head of Sport**

Employment: Full time (37 hours per week), permanent (following 6 month probationary period)

Key Contacts:

- Paddle Scotland staff, including the Event Lead and Sport Team
- Sprint club coaches, volunteers and committees
- Paddlers, parents and carers
- Paddle Scotland affiliated clubs
- Paddle UK
- **sport**scotland and relevant partners
- Schools, local authorities and community partners
- Sprint officials and the wider volunteer workforce

The Role Overview

- The Sprint Coordinator will **support the development of Sprint paddling in Scotland** by helping create strong, connected and sustainable club learning environments where paddlers can enjoy the sport, learn and progress.
- The role will have a particular **focus on identified Sprint learning environments**, including those supported through Paddle Scotland's **sportscotland** Club Development investment.
- The postholder will work alongside clubs, coaches and volunteers to **strengthen the everyday environments in which paddlers develop**. The Paddle Scotland 'Performance Reference Point' will provide a common reference for paddler learning and progression, while the Pathway Rudder, Paddle Scotland's club monitoring and development framework, will help understand and develop the environments supporting that progression.
- An important part of the role will be **understanding how volunteer and employed coaches can work effectively alongside each other**, adding capacity and expertise while recognising and strengthening the knowledge, relationships and ownership already present within clubs.





The Role Overview

- Practical coaching will form part of the role where appropriate, with an expectation that the postholder develops their Sprint technical knowledge and capability to increasingly **operate as a co-coach** within identified environments.
- The role will recognise the wider context in which clubs and paddlers operate, including **socioeconomic barriers to participation and progression**, and the potential for sport to be an enabler for individuals and communities.
- The Sprint Coordinator will also **work alongside Paddle Scotland's Event Lead** to support the planning and coordination of the Scottish Sprint competition and event programme, helping bring greater organisational knowledge, continuity and sustainability to its delivery.



Impact Areas

1. Club Learning Environments & Paddler Progression

- Work directly with identified Sprint learning environments to understand their context, strengths, challenges and development priorities.
- Build trusted working relationships with club committees, coaches, volunteers, paddlers, parents/carers and relevant community partners.
- Support clubs to create quality learning environments that provide meaningful opportunities for paddlers to participate, learn, enjoy the sport and progress.
- Use the Pathway Rudder collaboratively with clubs to understand the health and development of their environment and identify appropriate priorities and actions.
- Use the principles within the 'Performance Reference Point' to help clubs and coaches understand and support paddler progression.
- Help clubs turn insight into practical action, using the Pathway Rudder as a development tool rather than a compliance exercise.
- Understand the communities in which clubs operate, including potential barriers associated with socioeconomic disadvantage and geography.
- Work with clubs and partners to identify practical ways of reducing barriers to participation and progression.
- Recognise the potential for paddlesport to contribute to wider individual and community development.
- Use appropriate information, including participation, attendance, progression, workforce, competition engagement and relevant demographic insight, to support decision-making.
- Capture progress and learning associated with relevant **sportscotland** Club Development investment.
- Identify and share learning from supported environments that can inform Paddle Scotland's approach to Sprint development more widely.



Impact Areas

2. Coaching & Workforce Development

- Work alongside volunteer and employed coaches within their normal club training environments.
- Support coaches through shared planning, observation, conversation and practical delivery.
- Contribute to on-water and appropriate off-water coaching where this adds value to the environment.
- Develop personal Sprint technical knowledge and coaching capability, with the expectation of increasingly operating as a co-coach.
- Help create effective relationships between volunteer and employed coaches, ensuring professionalised coaching adds capacity and capability rather than displacing existing volunteer knowledge and ownership.
- Help identify gaps in coaching and volunteer capacity and work with clubs to develop their workforce.
- Support the development of new and emerging coaches/clubs and volunteers where appropriate.
- Connect coaches and volunteers with relevant Paddle Scotland, Paddle UK and partner learning and development opportunities.
- Encourage the sharing of knowledge and practice between coaches and environments.
- Help build local coaching capability so environments become increasingly sustainable and less dependent on direct Paddle Scotland support.



Impact Areas

3. Sprint Coordination & Connectivity

- Act as a point of connection between Sprint learning environments, Paddle Scotland and the wider Scottish Sprint community.
- Develop positive relationships across the Sprint network and maintain an understanding of emerging opportunities, challenges and needs.
- Improve communication and the sharing of learning and opportunities between clubs.
- Identify opportunities for clubs to collaborate where this can improve experiences for paddlers and coaches.
- Support the coordination of appropriate shared training, learning and development activity.
- Help connect paddlers and coaches to appropriate opportunities beyond their home environment where this supports their progression.
- Develop relationships with schools, local authorities, community organisations and other partners where these can strengthen Sprint environments.
- Work collaboratively with Paddle UK, **sport**scotland and other relevant partners.
- Ensure Sprint activity connects effectively with Paddle Scotland's wider sport development priorities.



Impact Areas

4. Sprint Events & Competition

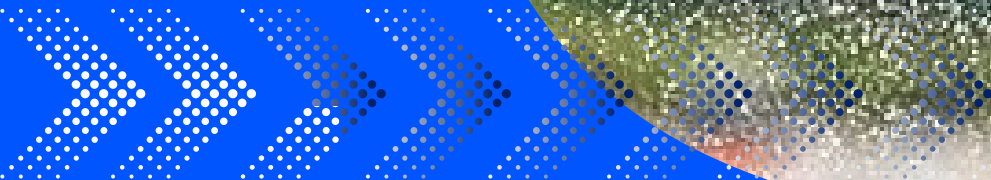
- Work closely with Paddle Scotland's Event Lead to support the planning, coordination and delivery of the Scottish Sprint event and competition programme.
- Help establish and maintain a clear annual Sprint competition planning cycle, including key timelines, responsibilities and communication.
- Work alongside clubs, officials and volunteers to support effective event delivery.
- Capture and document event knowledge, processes and operational requirements to strengthen organisational continuity.
- Support the development of practical systems, templates and processes that make events easier and more sustainable to organise.
- Assist with areas such as venue coordination, entries, officials, volunteers, race programmes, communications, equipment and event logistics as appropriate.
- Support post-event review, ensuring learning is captured and applied to future activity.
- Maintain and strengthen relationships with the existing Sprint volunteer and officials workforce.
- Help develop and support new volunteers and officials to strengthen the future event workforce.
- Help reduce reliance on individual volunteers holding critical organisational knowledge while continuing to recognise and value the essential role volunteers play in delivering the sport.

Person Specification

Area	Essential	Desirable
Skills and Experience	• Experience of working within sport, club development, coaching, events or a related environment. • Strong interpersonal skills and the ability to build trusted relationships with a wide range of people. • Experience of coordinating people, activity, projects or programmes. • Ability to work collaboratively and influence people without needing to directly manage them. • Strong organisational skills with the ability to manage multiple priorities and deadlines. • An understanding of how positive sporting environments support learning, development and progression. • An understanding of volunteer-led and professionalised coaching environments, including how volunteer and employed coaches can work effectively alongside one another to strengthen the overall learning environment.	• Experience within canoeing, kayaking or another paddlesport discipline. • Knowledge or experience of Sprint paddling. • Coaching experience or a recognised coaching qualification. • Experience of working within environments where volunteer and employed coaches operate alongside one another. • Experience of working with clubs or sporting organisations in areas of socioeconomic disadvantage.

Person Specification

Area	Essential	Desirable
Skills and Experience	• An understanding of the challenges and opportunities associated with working in communities experiencing socioeconomic disadvantage, including awareness of the Scottish Index of Multiple Deprivation (SIMD). • An understanding of how sport can act as an enabler for wider individual and community development, and of the barriers that can affect access, participation and progression. • Willingness to spend meaningful time within club and paddling environments and understand the communities they serve. • Ability to communicate clearly and appropriately with coaches, volunteers, paddlers, parents/carers and partners. • Ability to use information and insight to inform planning and decision-making. • Commitment to personal learning and ongoing professional development.	• Experience of organising or delivering sporting events or competitions. • Experience of supporting paddler or participant progression. • Experience of partnership working across clubs, governing bodies, local authorities, schools, community organisations or other sporting organisations.



Developing Within the Role

Paddle Scotland does not expect the successful candidate to arrive with every aspect of the role fully developed.

We are interested in someone who can build relationships, coordinate people and activity, understand learning environments and has the appetite to grow their knowledge of Sprint.

Paddle Scotland will support the postholder to develop their Sprint technical knowledge and coaching capability, enabling them to increasingly contribute as a co-coach within club environments.

This development should complement, rather than replace, the knowledge and experience already present within Scotland's Sprint coaching and volunteer community.

Safeguarding

The role involves regular engagement with children, young people and potentially adults at risk. The successful candidate will be required to undertake appropriate safeguarding training and membership of the Protecting Vulnerable Groups (PVG) Scheme, in line with Paddle Scotland policy and current legislation.



Terms & Conditions

Hours of Work

This is a full time, permanent position based in Scotland. The sports and recreation industry operates outside of traditional business hours, including evenings and weekends. To succeed in this role, you must be willing and able to work flexibly. The role involves spending regular time within club and paddling environments and at events. While Paddle Scotland operates remotely, we have a base at Grandtully Station Park and travel across Scotland will be required.

Paddle Scotland has a flexible approach to ensuring staff are able to balance family life and personal commitments. Flexible working is available, as agreed with the successful candidate.

Remuneration

£28,000pa, starting salary dependant on experience, plus benefits.

Annual Leave

27 Days per annum, plus 10.5 public holidays.

Reporting to

Head of Spot

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HOW TO APPLY

To apply for the role, please send your CV and a cover letter detailing your interest in and suitability for the post to Paddle Scotland at HR@paddlescotland.org.uk.

The deadline for applications is 23:59 **on Sunday 25 October 2026**.

Interviews will be held in-person, provisionally the week commencing **16 November 2026**.

If you would like to discuss the role in advance of an application, please contact our **Head of Sport Mark Ritchie** at mark.ritchie@paddlescotland.org.uk.

*Please get in touch if you would like an **accessible version** of the Recruitment Pack.*

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.

APPLICATIONS CLOSE:
Sunday 25 October 2026