

**GRADUATE POSITION**

**GROWTH Shinty Development Officer – CENTRAL BELT**

**Full time fixed term post (6 months – potential for extension to 12)**

* **Location**: Home Office, Central Belt
* **Hours**: 37.5 per week with a flexible work pattern
* **Salary**: £20,000 Per Annum + Pension contribution.

**Job Description**

The successful candidate will be a key member of the organisation’s Development Team, responsible to the Development Manager, CEO and the Board of Directors.

**The purpose of the post:**

In line with the wider Strategic Plan for shinty, the post holder will lead a project focused on growth in targeted areas. The project will be implemented, coordinated and monitored in line with the Strategic Plan for Shinty, providing a clear and focussed pathway of development for the sport with organisation values, ways of working, equality and inclusion central to work priorities. The post holder will work in collaboration with clubs, coaches, officials, local partner organisations and volunteers to deliver growth, development for shinty, increased membership and improved participation opportunities.

**Key responsibilities include:**

Work with the Development Manager and wider Development Team to:

* Grow the number of people taking part in shinty in your region
* Develop the capacity of shinty in the project area to further grow and develop the sport and the number of opportunities to take part
* Develop, implement, monitor and evaluate a Development Plan and Budget for the project that will align and compliment the Strategy for shinty, Operational Plan and development plan for the area. Proactively contribute to the annual planning and review process with a commitment to continuous improvement in all that you do.
* Work closely with shinty clubs in the region to generate meaningful opportunities to participate for new and existing participants. Progress new opportunities through the agreed Club Mark Accreditation scheme. Support the development and implementation of an individual club development plans.
* Identify education and development needs and coordinate a comprehensive education and development programme for coaches, leaders, teachers, match officials and club administrators that are part of the growth activity.
* Increase and develop the coaching, volunteering and officiating workforce in project through the delivery of relevant recruitment, training and CPD activity.
* Establish and support relevant Local Area Development Groups to co-ordinate local area youth/school competitions and relevant training and development workshops.
* Support the effective implementation of key policy areas, including Child Protection, Equality and Inclusion, and Anti-doping.
* Develop robust partnerships and effective communication channels with and between the Camanachd Association and local clubs, schools, Local Authorities, Active Schools, further/higher education bodies, community/voluntary groups and any other relevant organisations.
* Support local clubs, schools, schools of shinty and Active Schools Co-ordinators, develop, promote and deliver a high-quality programme of relevant opportunities for young people across the project area to experience and regularly participate in shinty at an appropriate level, both in and out of school.
* In partnership with the wider Development Team, develop, promote and deliver an agreed annual calendar of youth and schools shinty competitions.
* Establish with a view to self sustaining development programmes and activity in line with the strategy for shinty and Long-Term Player Development pathway.
* Work with clubs, Camanachd Association staff, relevant local authorities and other partners to contribute to the development of shinty through the sharing of best practice and resources.
* Provide progress reports as required, plus recommendations for future improvement pro actively and upon request.

**General responsibilities include:**

* In conjunction with the wider Development Team, support the development, promotion and delivery of the CA’s annual programme of major events, including Cup Finals, National Development Camps. Regional, District and National Age Group Squads, National Age Group Festivals etc.
* Other duties related to the post of Graduate Growth Development Officer as may be delegated.
* Profiling Shinty through Camanachd Association social media channel, website and other publications on a regular and proactive basis

**Candidate Specification**

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| **Factor** | **Essential** | **Desirable** |
| **Qualifications and Attainments** | * Recent Graduate
* Educated to HND standard
* Current valid Driving License.
 | * Diploma in sports studies or education.
* Educated to Scottish Coaching Certificate tutor level in sport.
* Shinty coaching qualification
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| **Work and Other Experiences** **(In an employed or voluntary capacity)** | * Proven experience of managing projects, and events.
* Credible record of working with partners.
* Understanding of the Camanachd Association, our values and the role of Sports Governing Bodies.
 | * Knowledge of development issues within shinty.
* Experience in budget setting/control
* Awareness of national and local authority sports development structures.
* Proven shinty coaching experience.
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| **Skills** | * Proven leadership, teamwork and decision-making skills.
* Excellent interpersonal and communication skills.
* Excellent organisational and planning skills
* Experienced IT user.
 | * Good influencing and negotiating skills
* Proven ability to devise and deliver strategic initiatives.
* Attention to detail
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| **Disposition and Personal Qualities** | * Proven ability to be proactive, work with minimal supervision and have a positive “make it happen” attitude.
 | * Versatility and creativity
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| **Special Aptitudes** | * A commitment to on-going professional development.
* Ability to work as a member of a team.
* An ability to influence practicing coaches, officials and volunteers
* Ability to work flexible hours.
 | * A well-balanced range of interests.
* Understanding of coaching, sport sciences and/or sports medicine practice.
* Understanding of volunteering in Scotland and club sport in general.
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This post is regulated work with children and/or protected adults under the Protection of Vulnerable Groups (Scotland) Act 2007. The preferred candidate will be required to join the PVG Scheme or undergo a PVG Scheme update check. Where applicable, this post also requires an Overseas Criminal Record Check. A confirmed offer of employment and commencement in the post will be subject to the outcome of both these pre-employment checks being deemed satisfactory.

**Application Process**

Interested individuals should submit a CV and covering letter detailing why they would like to be considered for this permanent position and addressing the areas outlined in the Job Description and Person Specification. Closing date for applications is **9am on Wednesday 24th November 2021**

**Interviews will be held on Friday 3rd November 2021.**

Completed applications should be marked ‘Private & Confidential’ and sent to: graham.cormack@shinty.com or to Graham Cormack, Camanachd Association, PO Box 5805, INVERNESS. IV1 9FX

