

## 1. Job details

Job title:	Regional Development Coordinator
Host Location:	sportscotland RSP + hot desks across region
Line manager:	SSS – Head of Development
Status:	Full-time
Duration:	Fixed term until end March 2021
Salary:	Grade 5 (£23,000- £27,000)

## 2. Job purpose

To extend and strengthen student sport provision in a regional area – in conjunction with tertiary education institutions, Scottish governing bodies (SGBs) and other regional partners.

## 3. Primary tasks

- Develop and implement a comprehensive plan (actions, targets, responsibilities, resources) to increase club membership and participation levels amongst students in the regional area.
- Facilitate delivery of local and regional opportunities for sports competition and workforce development.
- Create and develop positive local/regional partnerships between student sport, community sports hubs and clubs, SGBs, local authorities and other agencies.
- Ensure robust monitoring and evaluation in place to allow for meaningful reporting and analysis on all aspects of the programme.

## 4. Main responsibilities

	<b>Approx. % time</b>
1. <i>Club development</i> ~ work closely with tertiary education institutions to develop top quality, sustainable club environments aimed at increasing membership in line with best practice. Advise institutions on the necessary support structures for club activities.	40%
2. <i>Creating pathways</i> ~ take responsibility for creating/upholding/promoting entry and exit routes for students into the host institution and beyond to local clubs/organisations. Identify mutually beneficial partnership opportunities with community clubs and work with partners to identify appropriate coaching and volunteer support.	25%
3. <i>Partnership and integration</i> ~ work closely with SGBs and other partners in the region to ensure complementary provision, collaboration on relevant programmes and projects and to promote club and SGB membership.	25%
4. <i>Administration</i> ~ develop and uphold administrative procedures to underpin activity, maintain monitoring information, support annual review and demonstrate impact.	10%

## 5. Problem solving

- Handling day-to-day problems that arise within the programme.
- Proposing new procedures and approaches to improve the effectiveness of the regional programme, locally and nationally.
- Deciding how best to engage with local partners to achieve the greatest impact for the regional activities.

## 6. Decision making

- Determining actions/operational priorities to achieve the best impact.
- Planning own work schedule (daily, weekly, monthly) to ensure primary responsibilities are carried out to the agreed standard, timescale and budget.
- Contributing to annual operational and financial planning.

## 7. Key contacts/relationships

- Institutional staff – student/sport unions, academic, department, facilities
- Sports Governing Body staff within region
- Student sports clubs/ elected officials
- Scottish Student Sport
- **sportscotland**
- Programme participants
- Community sports hubs and clubs
- Local authority sport and education personnel
- Local schools, including Active Schools staff
- Local sports councils

## 8. Knowledge, skills and experience needed for the job

- Educated to degree level (or equivalent) with minimum of 2 years' experience in sports development.
- Ability to lead small project teams and prioritise workload of self and others, meet tight deadlines and cope with complex issues; aptitude for diplomacy and problem solving.
- Proven communication, presentational and inter-personal skills.
- Demonstrable experience of devising, monitoring and reviewing sport/physical activity plans.
- Ability to work independently and as part of a team.
- Outward-facing approach.
- Understanding of the Scottish sporting landscape and tertiary education sector.
- Empathy with students.
- Good IT skills (excel, word, email, web-based software, social media).
- Flexible, approachable, passion for sport/exercise, independent thinker.

## 9. Dimensions

No direct staff management responsibility, though post holder will have close contact with colleagues and staff in local agencies; role will influence the training/development of others; budget monitoring; local circumstances will influence/shape working dimensions and programme priorities; role involves significant independent working and networking & mix of policy and practice.