



<b>Job Title:</b>	Club Development Officer – Women & Girls (22.5 hours per week – 0.6 FTE)
<b>Employer:</b>	Scottish Squash Ltd (SSL) is the governing body for squash in Scotland, recognised by <b>sportscotland</b> , the European Squash Federation and the World Squash Federation. SSL is a company limited by guarantee, with a Board of Directors elected by the members.
<b>Reports to:</b>	Club Development Manager
<b>Who Reports to the Job Holder:</b>	n/a
<b>Context:</b>	<p>SSL is the national governing body for squash in Scotland, and is currently working to deliver its 2023-27 strategic plan, “Together for Squash in Scotland”. Its vision is for a sport where everyone is working together to allow squash in Scotland to develop and thrive. Its mission is to embed a culture of togetherness at national, regional and club level, helping as many people as possible to enjoy the sport, supporting them to be the best they wish to be, and providing them with lifelong participation in the game.</p> <p>SSL’s current strategic plan – Together for Squash in Scotland (2023-27) – can be viewed via the link below:</p> <p><a href="https://www.scottishsquash.org/wp-content/uploads/2023/06/ADM01-P02-Scottish-Squash-Strategic-Plan-2023-27-Together-for-Squash-in-Scotland.pdf">https://www.scottishsquash.org/wp-content/uploads/2023/06/ADM01-P02-Scottish-Squash-Strategic-Plan-2023-27-Together-for-Squash-in-Scotland.pdf</a></p>
<b>Job Purpose:</b>	<p>The <b>Club Development Officer (Women &amp; Girls)</b> will support squash clubs and facilities to grow and sustain the participation and engagement of women and girls from all backgrounds across squash in Scotland. The post holder will be responsible for the development, delivery, monitoring and evaluation of targeted programmes and campaigns.</p> <p>To support squash in Scotland's ongoing commitment to ensuring that squash is inclusive and welcoming to all, the Club Development Officer will consider intersectionality throughout their work, providing targeted interventions to engage women and girls who also share additional protected characteristics.</p> <p>They will work with SSL’s equality partners to continue to support, as required and where identified through self-assessment tools, a culture change that allows women and girls to thrive in whatever capacity they wish throughout squash clubs and facilities in Scotland.</p> <p>Additionally, the Club Development Officer will work with internal and external stakeholders to ensure that all women and girls that come through SSL programmes have a clear pathway into competitive squash competitions specific to their ability level. They will work to create competition opportunities where there are gaps.</p> <p>They will also support clubs and facilities to develop by helping to establish any women and girls who come through the coach education pathway, creating and developing a sustainable female coaching workforce to inspire and develop the next generation of squash players.</p> <p>Furthermore, they will empower women and girls to engage with squash in whatever capacity they desire, and to facilitate that interest to be as good as they wish to be in their respective field.</p>
<b>Location:</b>	<b>Edinburgh</b>

	<p>Oriam, Heriot-Watt University, Edinburgh, EH14 4AS</p> <p>This post is appropriate for a home working request to be made. Any home working arrangements would be agreed by the post holder's line manager. The administrative base, for the purposes of expenses and travel claims, is the Scottish Squash HQ (currently located at the address above) but this can be negotiated with the post holder's line manager.</p>
<b>Salary:</b>	SSL Grade 4 £28,117 per annum (pro-rata for 22.5 hours per week – 0.6 FTE)
<b>Contract:</b>	<p>This position is a part-time position (22.5 hours per week – 0.6 FTE)</p> <ul style="list-style-type: none"> <li>Working hours are flexible and we operate a Time Off In Lieu (TOIL) policy</li> <li>This role requires occasional weekend and evening work</li> </ul>

Scottish Squash is committed to creating an inclusive and diverse working environment and is proud to be an equal opportunities employer. We welcome and encourage applications from anyone regardless of age, ability or disability, ethnicity or nationality, gender or gender identity, pregnancy or maternity, religion, sex or sexual orientation.

We are seeking to diversify our workforce and particularly welcome applications from women as well as people with an ethnically diverse background as we are currently under-represented by these identities.

**To apply**, please complete the Application Form provided via the website link below.

Candidates are also asked to complete the Equal Opportunities Monitoring Form, also available at the link below.

Completed applications should be emailed to [governance@scottishsquash.org](mailto:governance@scottishsquash.org)

<https://www.scottishsquash.org/vacancies/#top>

**Closing date:** 23:59 Sunday 18<sup>th</sup> August 2024 (all applications will be acknowledged)

**We suspect this role will have a high level of interest and so if you are interested in this post we advise you apply early, as we reserve the right to close the advert prior to the advertised closing date.**

**For an informal discussion**, please contact Jack Brodie (Club Development Manager) on 07908 798 133 or Garry McKay (Chief Operating Officer) on 07483 909 720.

## Key Responsibilities

- Develop and deliver an annual work programme/operational plan, to include the delivery of agreed targets for increasing participation and membership amongst women and girls across squash in Scotland.
- Design, introduce and coordinate targeted programmes aimed at increasing participation amongst underrepresented groups (particularly women & girls), embedding equality, diversity and inclusion considerations and adjustments into all projects, establishing and maintaining relationships with key national and local partners and maintaining records of all activities and monitoring of results against targets.
- Recruit, retain and develop a network of volunteers, coaches, leaders and teachers; who in turn deliver opportunities for women and girls to participate in squash.
- Provide support on projects and initiatives including the development of multi-year funding bids and long-term partnership agreements.
- Deliver against project budgets, at times making autonomous decisions about all areas of expenditure.

- Work cooperatively with local and national partners, including **sportscotland** partnership staff and, where required, attending regular partnership meetings.
- Attending meetings where required including club/committee level meetings, regional association meetings and AGMs where appropriate.
- Provide operational delivery of relevant media coverage across departmental operational plans.
- Ensuring adherence to and compliance with all SSL's policies and procedures and participating in training and coaching where required.
- Assisting with any other duties as reasonably required in order to enhance the business and strategic plans of SSL.

### Person Specification

#### Skills:

- Ability to communicate positively, with a broad spectrum of people.
- An inclusive approach and commitment which actively creates and maintains a respectful culture.
- Very good organisational and time management skills.
- Project delivery skills.
- Collaborative style – strong sense of team.
- A positive, can do enthusiastic attitude, with a passion and commitment to growing the sport and delivering quality.
- IT confident (Scottish Squash use Microsoft Office 365).

#### Knowledge & Experience:

- Knowledge of the sporting landscape and ability to demonstrate a track record of achieving targets.
- Knowledge and experience of the equality, diversity and inclusion agenda within sport.
- Knowledge and experience of developing and delivering programmes, initiatives and education to increase participation and engagement in the sport sector.
- Experience in developing and maintaining effective partnerships.

#### Other (Essential):

- Visa/right to work in the UK.
- Individuals will be asked to become a member of the Protecting Vulnerable Groups scheme.
- Child Protection training or willingness to undertake training - and any other training deemed necessary for the role.