



JOB DESCRIPTION AND PERSON SPECIFICATION

Club Development Officer – Galloway Hillbillies Bike Club

CONTRACT TYPE: 1 Years Fixed Term. 15 hours per week

SALARY: £12.00 per hour

REPORTING TO: Partnership Management Group

CLOSING DATE: Wednesday 27th March 2024 at 2355

Scottish Cycling is the National Governing Body for cycle sport in Scotland. We are the voice of our sport and the largest cycling membership organisation in Scotland, representing the aspirations of our community.

Our strategy, [Developing a Nation of Cyclists](#), details our mission, vision and values and outlines how we will deliver activities across our four strategic themes of Lead, Grow, Support and Partner. Working across six different disciplines of cycling, we are committed to developing a nation of cyclists, maximising participation for all and delivering international success.

Galloway Hillbillies bike club is an inclusive non-profit making, volunteer group based in Galloway with a vision to introduce, encourage and support people to get out on bikes of all genres. We aim to offer free cycling coaching and led rides for all ages and abilities and to deliver events that are accessible to the majority whilst working with partners to develop and promote the cycling infrastructure in our beautiful area

The club and Scottish Cycling are working in partnership with the principal aim of developing strong club structures to ensure the sustainable and well-planned growth of both the membership of the club and the volunteer team which underpins it.

Through the new Scottish Cycling Accelerate and Activate Direct Club Investment programme, Scottish Cycling and the club are investing in a 1 year post – Club Development Officer

Job Purpose

This new role is intended to be central to the development of the club. They will lead the development of the volunteer workforce and support the club to further build its capacity for new members.

Key Role Responsibilities

The Club Development Officer will be principally responsible for:

- Identifying ways to sustainably grow the membership of the club, with a focus on enhancing diversity
- Volunteer recruitment and development
- Coach recruitment and Development

- Support the development of event volunteers to increase clubs contribution to the annual calendar of events delivered
- Facility Development work with committee to secure a club owned facility through Community Asset Transfer opportunities
- Source and maintain partnerships with local organisations with aim of achieving financial sustainability through these partners
- Consolidate club administration systems on to one system introducing a cloud based back up system
- Support the club on it's journey to SCIO registered

The Club Development Officer will work to a work plan which will be agreed by the Partnership Management Group. They will be required to provide bi-monthly updates and submit an annual report to all project partners. The Club Development Officer may also be asked to present their work at Scottish Cycling Club Development meetings and conferences to share learnings from the role.

Other Information

The role, while embedded in the club, will be employed by Scottish Cycling and benefit from the opportunity to access a range of tools and resources, as well as expertise from staff across the organisation to support their work.

This is a fixed term, fixed hours post with flexible working hours, working 15 hours per week.

This post requires the post holder to regularly carry out work during evening and weekend periods.

Any other work as directed by the Partnership Management Group.

Reasonable travel, accommodation and administrative expenses incurred in carrying out this position are reimbursed in line with the Scottish Cycling's expense policy.

Person Specification: Club Development Officer

Competency	Essential	Desirable
Personal qualities	<ul style="list-style-type: none"> • A passion for getting people active and promoting the benefits of an active lifestyle • Enthusiastic, hard-working, and reliable • Commitment to equality, diversity and inclusion. • Able to work with minimum supervision • Flexible approach to working and ability to work flexible hours to suit the job 	
Relevant work experience	<ul style="list-style-type: none"> • Experience of working with community clubs or groups 	<ul style="list-style-type: none"> • Understanding of the cycling landscape in Scotland.

	<ul style="list-style-type: none"> • Experience of working with volunteers within a range of contexts • Proven ability of effective time management 	<ul style="list-style-type: none"> • Knowledge of British and Scottish Cycling programmes and awards • Experience of producing and implementing development plans • Experience in volunteering, sports development, coaching, or events
Skills	<ul style="list-style-type: none"> • IT literate • Good written and verbal communication skills 	<ul style="list-style-type: none"> • Experience of marketing and promotion • Able to produce quality reports and presentations • Good understanding of engaging people through social media platforms
Planning and organising	<ul style="list-style-type: none"> • Ability to plan and prioritise your own workload • Ability to work towards target outputs/ outcomes 	<ul style="list-style-type: none"> • Experience of producing and implementing a project plan • Versatility and creativity • Flexible approach to problem solving
Team working	<ul style="list-style-type: none"> • Proven ability to work with others, motivate, provide direction and influence 	<ul style="list-style-type: none"> • Ability to collaborate in a team • Ability to handle conflict constructively
Driving		<ul style="list-style-type: none"> • Driver license

Details of the Post

The post will be home based and the candidate will be required to use their own devices to undertake their work.

Hours will be flexible but there is an expectation that some of these will be carried out at night and the successful candidate will attend the monthly club committee meetings.

Recruitment process

Closing Date for Applications: Wednesday 27th March 2024 at 2355

Interviews dates Monday 1st April from 4pm onwards. (Exact time to be agreed with Candidates)

Scottish Cycling is committed to selecting staff solely based on their ability to do the job for which they are being recruited and welcomes application from all sections of the community.

An application form can be obtained from our website www.scottishcycling.org.uk. Completed applications should be emailed to recruitment@scottishcycling.org.uk

For an informal discussion, please contact Gavin McHallum: mchallum@aol.com or Jamie.taylor@scottishcycling.org.uk