

Scottish Cycling

Job Description and Person Specification

Youth Development Officer

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| CONTRACT TYPE: | Full time (1.0 FTE) |
| SALARY: | £25,978 - £28,143 |
| OFFICE BASE: | Sir Chris Hoy Velodrome, or home based |
| REPORTING TO: | Club Development Manager (Children and Young People) |
| BENEFITS: | 5% Pension Contribution, British Cycling Premium Membership, Occupational Health Scheme, Access to Cycle to Work Scheme, Additional Day Annual Leave for Birthday |

JOB PURPOSE

This new role will be central to our commitment to support our network of youth cycling clubs – ensuring that they can provide the best experience for their members, supporting them all to fulfil their aspirations.

KEY RESPONSIBILITIES

- Support existing youth clubs to evolve their club structures to grow capacity and develop their offering for existing members.
- Increase the number of grassroots events (in collaboration with the Events team) taking place at a local level by developing and supporting a new generation of event organisers.
- Grow the number of Coaches and ensure they have appropriate development opportunities to reach their potential.
- Grow the youth cycling club network by continued implementation of the New Clubs Plan – creating 23 new youth clubs by 2027, ensuring that these clubs are inclusive of the communities that they serve.
- Support the development of cluster activity between clubs (in collaboration with Performance team) to increase the number of opportunities available for riders.

EDUCATION AND TRAINING

- Identify appropriate education and development opportunities for volunteers within clubs and work with internal and external partners to ensure that these needs can be met.

COMMUNICATION AND MARKETING

- On a regular basis capture stories that demonstrate the achievements of Clubs to inspire and support others

REPORTING AND MONITORING

- Responsible for collating and reporting on the progress of identified clubs as directed by the Club Development Managers

- Provide updates to the Club Development Managers on all operational activity of development programmes, including the collection and analysis of relevant data to help inform planning and priorities.
- Provide timely quarterly and annual monitoring & evaluation reports.

PROFESSIONAL DEVELOPMENT

- Undertake continuous professional development relevant to the post.
- Maintain knowledge of Scottish Cycling's current programmes, policies and practices.

ADDITIONAL INFORMATION

- This post requires the post holder to regularly carry out work during evening and weekend periods.
- Any other duties as directed by the Club Development Managers.

Details of the Post

The post will be home based; however, a flexible approach will be required to manage the demands of the job. Reasonable travel, accommodation and administrative expenses incurred in carrying out this position are reimbursed in line with the Scottish Cycling's Travel and Subsistence policy.

The Employer's holiday year runs from 1st January to 31st December inclusive. Your entitlement, based on a full-time position, is 34 days plus additional paid holiday for your birthday, including statutory leave entitlement, 7 days of which must be used when the office is closed over Christmas.

The post is full time 37.5 hours per week although there will be an expectation to work flexibly to meet the needs of the organisation. The nature of the organisation is that meetings and events happen at weekends and evenings and the postholder will be required to attend at least some events out with normal Monday to Friday working hours.

The above job description will be subject to annual review to ensure that it continues to reflect the needs of the Scottish Cycling Strategic Plan and Annual Business Plan priorities.

| FACTORS | ESSENTIAL | DESIRABLE |
|--|---|---|
| Educational, Technical and Professional Qualifications | <ul style="list-style-type: none"> • Educated to degree level or equivalent experience in sports development or administration | <ul style="list-style-type: none"> • UKCC Coaching Qualification(s) |
| Knowledge and Experience | <ul style="list-style-type: none"> • Experience of project coordination and administration within a multidisciplinary team • Experience of working with volunteers within a range of contexts • Knowledge of the key principles in the recruitment, training, retention, and reward of volunteers • Experience of producing high quality reports • Experience of volunteering in a sports club | <ul style="list-style-type: none"> • Understanding of Governing Bodies of Sport • Understanding of competitive cycling • Knowledge of the British Cycling coach education programmes • Knowledge and experience of workforce planning and development |
| Skills | <ul style="list-style-type: none"> • Strong IT skills including a good working knowledge of Microsoft products • Excellent Excel and Database management abilities • Excellent written and verbal communication and interpersonal skills • Excellent skills in social media. | <ul style="list-style-type: none"> • Experience in marketing and promotion |
| Planning and Organising | <ul style="list-style-type: none"> • Excellent organisational skills • Attention to detail • Proven ability to be proactive • Able to prioritise and multi-task | <ul style="list-style-type: none"> • Versatility and creativity |
| Team Working | <ul style="list-style-type: none"> • Ability to work in a supportive team environment and lead cross departmental collaboration | |
| Personal Qualities | <ul style="list-style-type: none"> • Enthusiastic, energetic, hardworking and reliable. • Proven ability of effective time management and forward planning. | |
| Other | <ul style="list-style-type: none"> • Current driving licence | |

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