

## Scottish Cycling

### Job Description and Person Specification

<b>JOB TITLE:</b>	<b>Coaching Development Manager</b>
<b>CONTRACT TYPE:</b>	Full time, Permanent
<b>SALARY:</b>	£30,308 - £35,720 (depending on experience)
<b>OFFICE:</b>	Sir Chris Hoy Velodrome, Emirates Arena, Glasgow. Scottish Cycling adopts a hybrid working approach and the opportunity to discuss remote working.
<b>REPORTS TO:</b>	Head of Development (Participation and Coaching)
<b>RESPONSIBLE FOR:</b>	Workforce Officer
<b>BENEFITS:</b>	5% pension contribution, British Cycling Premium Membership, Occupational Health Scheme, Cycle to Work Scheme
<b>CLOSING DATE:</b>	Applications close at 5pm on Monday 7 April 2025. Completed applications should be sent to <a href="mailto:recruitment@scottishcycling.org.uk">recruitment@scottishcycling.org.uk</a> Interviews are expected to take place on either Thursday 24 or Friday 25 April 2025.

Scottish Cycling is the national governing body for the sport of cycling in Scotland. We seek to grow the sport, regardless of what bike you ride, by supporting a network of clubs, coaches, leaders, officials and volunteers. Our strategy, [Developing a Nation of Cyclist's](#), details our vision, mission and values and outlines how we will deliver success across eight priority areas.

Coaches are at the heart of our strategy as we work to enhance the quality of coaching in Scotland and ultimately improve the development and performance of cyclists at all levels, from participation to elite riders. Scottish Cycling aims to support coaches by providing effective education and development opportunities and by fostering a strong coaching culture.

The launch of British Cycling's [New Coaching Framework](#) will make available a modern coach qualification framework that aims to inspire coaches to continue to learn, reflect and experiment with their coaching practice. To supplement the new coach framework, British Cycling and Scottish Cycling will evolve programmes of continuous professional development (CPD) on an annual basis. Annual programmes of CPD will look to reflect that people learn in different ways and focusing on how we coach and how riders learn.

#### **JOB PURPOSE**

The Coaching Development Manager is a key role in the Scottish Cycling team and is responsible for the creation and implementation of a coach education and development plan that supports Scottish Cycling's community of coaches. The post will work to positively impact the quality and quantity of coaches progressing through Scottish Cycling's coaching pathways working to enhance riders' experiences in cycling.

#### **KEY RESPONSIBILITIES**

##### **Strategic**

- Lead on the delivery of targets as laid out in Scottish Cycling's strategic plan within the areas of coaching.
- Provide the strategic lead for the delivery of coach education and development in Scotland.

## **Operational**

- Identify education and development needs of coaches in line with the Scottish Cycling rider's needs.
- Work with British Cycling and **sportscotland** to develop, coordinate and implement coach education and development opportunities, incorporating ongoing quality assurance.
- Work with British Cycling to effectively engage with and support the development of the tutor and education workforce.
- Assist in the integration of appropriate monitoring, evaluation, and review procedures, ensuring they fully support the delivery of key objectives within Scottish Cycling's business plan.
- Identify education and development needs of coaching tutors and manage programmes to reflect the needs of the sport in line with the Scottish Cycling performance and participation pathway
- Support Scottish Cycling communications department in promotion and communication of coach education and development opportunities.
- Act as a facilitator for education and development courses as required.

## **Relationships**

- Establish and maintain effective partnerships with coaches, clubs, race teams and tutors that supports positive engagement with Scottish Cycling learning and development opportunities.
- Build collaborative and effective working relationships with key partners including internal Scottish Cycling departments, British Cycling, **sportscotland** and other partners supporting delivery.

## **Administration**

- Manage the coaching administration processes in conjunction with the Workforce Officer to oversee the maintenance of all pre and post course administration including coaching databases.
- Work with British Cycling to continuously improve and maintain effective databases, systems and processes for coaching related activity.
- Support the Head of Development (Participation and Coaching) in the management of coaching department budgets on an ongoing basis.

## **Diversity and Inclusion**

- Identify areas of improvement and develop strategies to support diversity, equality, and inclusion and business wide priorities aligned to this area.

## **Professional Development**

- The postholder will be required to agree a programme of professional development with the Head of Development (Participation and Coaching) to deliver business priorities and keep practices current.

## **Details of the Post**

The Scottish Cycling offices are based at the Sir Chris Hoy Velodrome in Glasgow; however Scottish Cycling operate a hybrid working approach. 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 working days paid holiday, plus an additional holiday on your birthday including statutory leave entitlement. 7 days will 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 events out with normal Monday to Friday working hours.

At Scottish Cycling we place a focus on improving equality, diversity and inclusion through everything we do. Scottish Cycling aim to recruit individuals with the right skills for the role and if you feel you have the appropriate knowledge and experience, we want to hear from you. We encourage applications from the right candidates regardless of age, disability, gender identity, sexual orientation, religion, belief, race, caring responsibilities, care experience or social background.

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.

**Contact**

For further information on the role or for an informal conversation, please contact Allan McKay (Head of Development) on 07976 431 412 or by e-mailing [allan.mckay@scottishcycling.org.uk](mailto:allan.mckay@scottishcycling.org.uk)

## Coaching Development Manager Person Specification

FACTORS	ESSENTIAL	DESIRABLE
Educational, Technical and Professional Qualifications	<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent experience in the area of people or coach development or administration</li> </ul>	<ul style="list-style-type: none"> <li>• British Cycling Level 2 Coaching qualification or equivalent</li> </ul>
Knowledge and Experience	<ul style="list-style-type: none"> <li>• Proven Coach Development delivery experience</li> <li>• Knowledge of the British Cycling Coaching Framework</li> <li>• Experience of coaching or working with coaches, and volunteers within a range of contexts.</li> <li>• Experience of project coordination and administration within a multidisciplinary team</li> <li>• Experience of producing high quality reports.</li> <li>• Experience establishing partnerships with external stakeholders, organisations and agencies.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of Scottish Cycling landscape and strategic plan (Developing a Nation of Cyclists 2.0)</li> <li>• Understanding of Governing Bodies of Sport</li> <li>• Experience of being coached or being developed as a coach</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Literate in IT, including a sound knowledge of Microsoft products</li> <li>• Excellent Excel and Database management</li> <li>• Excellent written and verbal communication and interpersonal skills</li> <li>• Ability to plan budgets and budget tracking</li> <li>• Proven ability to research best practice</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent skills in social media</li> </ul>
Planning and Organising	<ul style="list-style-type: none"> <li>• Excellent organisational skills</li> <li>• Proven ability to be proactive</li> <li>• Able to prioritise and multi-task</li> </ul>	
Team Working	<ul style="list-style-type: none"> <li>• Ability to work in a supportive team environment and lead cross departmental collaboration.</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>• Enthusiastic, hardworking, and reliable.</li> <li>• Collaborative approach to work.</li> <li>• Reflective and open minded.</li> </ul>	
Other		<ul style="list-style-type: none"> <li>• Current driving licence.</li> </ul>