



JOB DESCRIPTION AND PERSON SPECIFICATION

Club Developer– Dunfermline CC and Carnegie Cyclones

CONTRACT TYPE: 3 Years Fixed Term. 30 hours per week

SALARY: £ 23,012 per year

REPORTING TO: Development Subcommittee

CLOSING DATE: Sunday 11th October at 2355

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

Dunfermline Cycling Club and Carnegie Cyclones are ambitious, community-led clubs dedicated to making cycling inclusive and accessible for all. We create opportunities for people of every age, ability and background to participate in all types of cycling, from youth and family sessions through to recreational, off-road, road and competitive cycling.

The cycling clubs 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 the membership of the clubs and the volunteer team which underpins it.

Thanks to funding from SportScotland through their Club Support Programme, Scottish Cycling, Dunfermline CC and Carnegie Cyclones are investing in a 3 year post for a Club Developer.

Job Purpose

This new role is intended to support the development of the club. The successful candidate will be responsible for supporting the growth, development and sustainability of Dunfermline Cycling Club and Carnegie Cyclones whilst also providing support to the Committee to increase participation, promote inclusive cycling opportunities in a safe environment and strengthen community engagement.

Key Role Responsibilities

The Club Developer will be principally responsible for:

- **Youth and Beginner Cycling Development:** Lead and coordinate programmes that increase participation and provide accessible cycling opportunities for young people and beginners
- **Women's and Family Participation:** Develop and deliver initiatives that encourage and support increased participation among women and families
- **Coach and Volunteer Development:** Recruit, support and develop coaches and volunteers, fostering a skilled, motivated and sustainable workforce
- **Community Outreach and Partnerships:** Build and maintain strong relationships with community organisations, schools, local authorities and partner organisations to expand the Club's reach and impact
- **Communications and Digital Promotion:** Contribute to the development of the Club's communications and digital platforms, supporting effective marketing, member engagement and promotional activities
- **Inclusive Cycling Development:** Champion and promote inclusive cycling opportunities across all disciplines, ensuring programmes are accessible, welcoming and representative of the wider community

The Club Developer will deliver activities in accordance with a work plan as agreed by the Development subcommittee Group. They will be required to provide bi-monthly updates and submit an annual report to all project partners. The Club Developer may also be asked to present their work at Scottish Cycling Conferences.

Other Information

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

This is a fixed 3 year post, with flexible working hours of 30 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 Development sub Committee.

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 Developer

Competency	Essential	Desirable
Personal qualities	● 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 post	● An interest and understanding of sports clubs
Relevant work experience	● Experience of working with community clubs or groups ● Experience of working with volunteers within a range of contexts	● Understanding of the cycling landscape in Scotland ● 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	● IT literate ● Excellent written and verbal communication skills	● Experience of marketing and promotion ● Experience of social media ● Able to produce quality reports and presentations ● Good understanding of engaging people through social media platforms

Planning and organising	● Ability to plan and prioritise your own workload ● Ability to work towards target outputs/ outcomes	● Experience of producing and implementing a project plan ● Versatility and creativity ● Flexible approach to problem solving ● Good verbal and communication skills
Team working	● Proven ability to work with others, motivate, provide direction and influence	● Ability to collaborate in a team ● Ability to handle conflict constructively ● Ability to engage others
Driving		● Driver's 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 to suit the post and the post holder. Some weekend working will be necessary to support club events.

Recruitment process

Closing date: Sunday 11th October at 2355

Initial Interviews: Tuesday 27th October (in person)

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

Safe Recruitment and Protection of Vulnerable Groups (PVG) Requirements: In line with the requirements of the Disclosure (Scotland) Act 2020, all appointments are subject to appropriate pre-employment checks. Where a role is identified as a regulated role, and as a condition of appointment, the successful candidate will be required to become a member of the Protecting Vulnerable Groups (PVG) Scheme and registering Scottish Cycling as an interested party. We will undertake the appropriate disclosure checks relevant to the role before employment can commence.

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 Michael Pattinson (michaeljamespattinson@gmail.com)