



JOB DESCRIPTION AND PERSON SPECIFICATION

Adaptive Cycling Co-ordinator – Dundee Dragons Wheelchair Sports Club

CONTRACT TYPE: 3 Years Fixed Term. 15 Hours Per week – Self Employed

SALARY: £11,506 per year

REPORTING TO: Partnership Management Group

CLOSING DATE: Sunday 11th October at 2355

Thanks to funding from SportScotland through their Club Support Programme, Scottish Cycling and Dundee Dragons Wheelchair Sports Club are investing in a 3 Year post – Adaptive Cycling Coordinator. Scottish Cycling is the National Governing Body for cycle sport in Scotland, the voice of the sport and the largest cycling membership organisation in Scotland.

Dundee Dragons Wheelchair Sports Club (DDWSC) was established in February 2013, when it became clear that there were few opportunities for active wheelchair users. The club's operating model has developed and continues to be sector-leading, enabling sport to be accessible for those with varying levels of impairment and meeting the aspirations of members.

The support provided to players, coaches and volunteers facilitates personal growth and skill development which has resulted in employment and further education opportunities, as well as contributing towards the reduction in social isolation and increased wellbeing.

Job Purpose

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.

The successful candidate is responsible for supporting the growth, development, and sustainability of Dundee Dragons Wheelchair Sports Club by increasing participation, promoting inclusive cycling opportunities in a safe environment, and strengthening community engagement.

Key Role Responsibilities

The Adaptive Cycling Co-ordinator will be principally responsible for:

- **Administration:** Provide effective administrative support to ensure the efficient day-to-day operation of the Club, ensuring every session provided is supported and led by suitably qualified and experienced persons and accurate registers of attendance are maintained and risk assessment control measures are followed.
Furthermore, equipment inspections are regularly carried out and any equipment that requires maintenance is identified and arrangements are made to take items out of service and unavailable for booking.

Subsequently work with the club's maintenance partner to carry out any repairs to bring the equipment back into service and available for booking.

- **Club Development:** Contribute to the strategic growth and development of the Club, supporting initiatives that enhance participation, sustainability, and experience of membership.

Work towards Increasing the current hours of adaptive cycling by adding extra sessions at each location when appropriate..

Identify the scope for providing activity at additional locations across Dundee.

- **Community Outreach:** Develop and maintain positive relationships with the local community, promoting the Club and increasing engagement through outreach initiatives and partnerships. This should include the introduction of "Breeze" adaptive cycling opportunities as well as operating a calendar of annual activity, including collaborative working with local partners to establish "Come and Try" events and "Limitless" Days to attract participants into the programme.
- **Coaching:** Support the planning, coordination, and delivery of coaching programmes, ensuring high-quality coaching opportunities that promote player development and participation. Create, co-ordinate and promote learning and development opportunities for coaches and volunteers including Disability Inclusion Training, Child Welfare and Protection in Sport, Emergency First Aid as well as assisting with the coaching pathway for Level 1 and Level 2 qualifications. Together with Scottish and British Cycling representatives work towards the establishment of a para hand-cycling programme and subsequently support athletes to develop their potential.
- **Communication:** Engage with club representatives in the preparation and production of materials whether hard copy or electronic, to ensure that effective and accurate communication of the work that is being undertaken is agreed and that the club ethos is at the forefront.
- **Fundraising:** Provide specific adaptive cycling information to support approved fundraising activity including fundraising events, grant applications and sponsorship opportunities.

The Adaptive Cycling Co-Ordinator will implement the work plan 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 Adaptive Cycling Co-ordinator may also be asked to present their work at Scottish Cycling Conferences to share learnings from the role.

Other Information

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

This is a fixed hour post with flexible working hours, constituting 15 Hours per week.

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

Any other work is as directed by the Club Committee.

Reasonable travel, accommodation and administrative expenses incurred in carrying out this position are reimbursed in line with the Scottish Cycling's expense policy and agreed with the Club Committee prior to any expenses being incurred.

Person Specification: Adaptive Cycling Co-Ordinator

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 job	
Relevant work experience	• Experience of working with community clubs or groups • Experience of working with volunteers within a range of contexts • Proven ability of effective time management	• Understanding of the cycling landscape in Scotland. • Knowledge of British and Scottish Cycling programmes and awards • Experience of working in a disability sport context • Experience of producing and implementing development plans • Experience in volunteering, sports development, coaching, or events
Skills	• IT literate • Good written and verbal communication skills	• Experience of marketing and promotion • 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
Team working	• Proven ability to work with others, motivate, provide direction and influence	• Ability to collaborate in a team • Ability to handle conflict constructively
Driving	• Access to your own transport.	• Driver license Including D1 category • MIDAS Minibus 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.

Current Regular Club Sessions:

Tuesday Dundee Cycle Hub 11am to 2pm

Thursday Castle Green Broughty Ferry 11am to 1pm

Saturday Dawson Park Dundee 11am to 2pm

Recruitment process

Closing Date: Sunday 11th October at 2355

Interviews: Monday 26th October (online)

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.

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

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