



JOB DESCRIPTION AND PERSON SPECIFICATION

Club Developer – Falkirk Junior Bike Club

CONTRACT TYPE: 3 Years Fixed Term. 3 days / 22.5 hours per week

SALARY: £17,259.00 per annum

REPORTING TO: Partnership Management Group

CLOSING DATE: Sunday 11th October 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.

Falkirk Junior Bike Club (FJBC) has grown rapidly over the past decade into one of Scotland's largest and most successful youth cycling clubs, with significant demand for our programmes evidenced by a consistent waiting list and high retention rates. This new post is designed to unlock the club's next phase of growth by strengthening our operational capacity, expanding access, and enhancing the quality and breadth of our offer.

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.

Thanks to funding from SportScotland through their Club Support Programme, Scottish Cycling and Falkirk Junior Bike Club are investing in a 3 year post – Club Developer.

Job Purpose

This new role is intended to support the development of the club. The successful candidate is responsible for supporting the growth, development, and sustainability of Falkirk Junior Bike Club whilst also supporting the Committee to increasing participation, promoting inclusive cycling opportunities in a safe environment, and strengthening community engagement. T

Key Role Responsibilities

The Club Developer will be principally responsible for:

- **Coaching and Workforce Development:** Lead the development and support of coaches and the wider workforce, promoting continuous learning, high-quality delivery, and best practice.
- **Programme and Session Planning:** Plan, coordinate, and oversee the delivery of structured cycling programmes and coaching sessions that meet the needs of participants across all levels.
- **School and Community Engagement:** Develop and maintain partnerships with schools, community organisations, and key stakeholders to increase participation and broaden access to cycling opportunities.

- **Events and Pathway Development:** Coordinate cycling events and develop clear participation and performance pathways that support progression from introductory programmes to club and competitive cycling.
- **Volunteer Development and Support:** Recruit, train, mentor, and retain volunteers, ensuring they are well-supported and equipped to contribute effectively to Club activities.
- **Governance and Compliance:** Ensure all activities are delivered in accordance with Club policies, safeguarding requirements, health and safety standards, and relevant governing body regulations.

The Club Developer 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 Developer 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 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 hour post with flexible working hours, working 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 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.

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 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 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		• 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.

Club sessions take place on Mondays, Tuesday and Wednesday evenings, and Saturday morning. It is expected that the role will attend sessions from time to time to engage with volunteers.

Recruitment process

CLOSING DATE: Sunday 11th October at 2355

It is expected that interviews will take place on Friday 30th October.

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 Chair@FJBC.scot