
JOB DESCRIPTION AND PERSON SPECIFICATION

Club Development and Schools Officer

Movement Park & Western Titans BMX Club

Contract Type	3 Years Fixed Term — 30 hours per week (0.8 FTE)
Salary	£23,500
Location	Glasgow West and West Dunbartonshire (schools, club sessions and Clydebank BMX Track)
Employer	Movement Park (lead employer model)
Reporting To	Stephen Somerville (Movement Park CEO) and Craig Warren (Western Titans Chairman) / Partnership Management Group
Closing Date	Sunday 11th October

ABOUT THE ORGANISATIONS

Movement Park is a Glasgow-based social enterprise dedicated to inclusive outdoor sport and physical activity, providing access to BMX, skateboarding and other action sports in community settings. Western Titans BMX Club is a community cycling club based in Clydebank, West Dunbartonshire, providing BMX coaching, sessions and competitions for young people across the West of Scotland. Together, both organisations are committed to widening access to cycling and BMX participation, creating welcoming environments for new participants and supporting progression from first experience through to sustained club membership.

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 Movement Park & Western Titans BMX Club are investing in a 3-year post — Club Development and Schools Officer.

JOB PURPOSE

This shared partnership post will strengthen the structures, capacity and sustainability of Movement Park and Western Titans BMX Club by creating a clearer, supported pathway from first introduction to cycling and BMX through schools into regular participation, progression and club membership. The postholder will help both organisations move from reactive delivery to a coordinated, development-led model, improving communication, participant progression, volunteer support and the overall effectiveness of delivery.

KEY DUTIES AND RESPONSIBILITIES

1. Schools Outreach and Engagement

- Build and maintain relationships with primary and secondary schools and relevant partners across Glasgow West and West Dunbartonshire.
- Plan and deliver high-quality introductory cycling/BMX sessions in school settings, ensuring safe, inclusive and engaging delivery.
- Map and maintain an up-to-date record of school relationships, engagement activity and follow-up actions.

2. Participant Progression and Pathway Development

- Develop and implement a clear referral and progression pathway between school activity and club sessions across both organisations.
- Put in place follow-up processes for participants and families (information, sign-up, trial sessions and conversion to sustained participation).
- Support progressive participant journeys from first experience to regular attendance and onward development opportunities.

3. Club Development and Joint Working

- Support the strengthening of operating and delivery structures (planning, communications, session coordination, participant tracking).
- Work to a shared workplan and objectives across both organisations, maintaining regular communication and joint planning.
- Help ensure the pathway links effectively to Western Titans' Clydebank track offer and wider progression opportunities (including the wider BMX development context).

4. Coach and Volunteer Support

- Support volunteers through clear communication, role clarity, coordination and practical support around delivery.
- Help plan and deliver volunteer training and education opportunities (in partnership with relevant partners where appropriate).
- Contribute to building a more resilient volunteer base and reducing pressure on a small number of existing volunteers.

5. Monitoring, Evaluation and Reporting

- Collect and maintain project data (e.g., session registers, school engagement records, participant sign-up/referral records, membership and volunteer data).
- Report progress to the designated managers/partners in line with agreed reporting cycles and funder requirements.
- Support qualitative feedback collection (participant and parent/carer feedback, volunteer/coach feedback, case studies and stories of change).

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.
- 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.
- The post holder will require access to their own devices and a reliable means of transport.
- Reasonable travel, accommodation and administrative expenses incurred in carrying out this position are reimbursed in line with the employer's expense policy.

PERSON SPECIFICATION

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 delivering sport, physical activity or youth engagement programmes (schools and/or community settings) • 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 • Ability to build trusted relationships with schools, young people, parents/carers, volunteers and partners • Confidence collecting, maintaining and reporting basic monitoring data against agreed outcomes	• Experience of marketing and promotion • Able to produce quality reports and presentations • Good understanding of engaging people through social media platforms
Planning & Organising	• Ability to plan and prioritise your own workload • Ability to work towards target outputs/outcomes • Strong planning and organisational skills, including managing delivery across multiple sites	• 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 • Commitment to inclusive practice and creating welcoming environments for new participants	• Ability to collaborate in a team • Ability to handle conflict constructively
Driving	• Full UK Driver's Licence (essential for travel between delivery venues and transporting equipment where required)	
Safeguarding	• Willingness to undertake safeguarding/PVG checks and any required training relevant to the role	• Cycling and/or BMX delivery experience • Relevant coaching qualification(s) or willingness to work towards these within the first 6 months

HOW TO APPLY

If you are excited about the prospect of joining our team and possess the qualifications and qualities outlined above, we encourage you to apply by submitting your CV and a cover letter outlining your relevant experience and why you are the ideal candidate for this position.

Email to: stephen.somerville@movementpark.org.uk

We look forward to reviewing your application!

Closing date: Sunday 11th October

Interviews: Wednesday 28th October