



JOB DESCRIPTION AND PERSON SPECIFICATION

Volunteer & Club Development Coordinator – Royal Albert CC (Clydesdale Colts)

CONTRACT TYPE:	3 Years Fixed Term. 22 hours per week
SALARY:	£17,259.00 per annum
REPORTING TO:	Partnership Management Group
CLOSING DATE:	Sunday 11 th 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.

The Royal Albert are one of the oldest cycling clubs in the UK, and junior division the Clydesdale Colts have been running for 15 years, having become one of the largest junior clubs in Scotland with over 180 members. The Colts timetable includes activities most days of the week, crossing almost all disciplines of cycling.

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 Royal Albert CC (Clydesdale Colts) are investing in a 3-year post – Volunteer & Club Development Coordinator.

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 Royal Albert CC (Clydesdale Colts) whilst also supporting the Committee to increasing participation, promoting inclusive cycling opportunities in a safe environment, and strengthening community engagement.

Key Role Responsibilities

The Volunteer & Club Development Coordinator will be principally responsible for:

- Building a more stable and supported volunteer workforce
- Improve session quality through better planning and structure
- Increase participation beyond core Saturday sessions
- Expand work with schools and community groups

- Strengthen inclusion, including disability cycling provision

The Volunteer & Club Development Coordinator 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 Volunteer & Club Development Coordinator 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 22 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: Volunteer & Club Development Coordinator

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	• A good communicator, able to build working relationships with our coaches and members
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.

Whilst the hours can be largely flexible, there may be times that hours will be fixed to coincide with sessions being delivered. In particular, Saturdays, between 9am and 10.30am is the main weekly session, and will be part of mandatory hours.

Whilst prior coaching experience is welcome, there will be no specific requirement to coach, and if the candidate is able to do so, it is anticipated that this will be volunteered time, not paid time. This is important to ensure transparency and equity with our 100% volunteer coaching staff.

Recruitment process

CLOSING DATE: Sunday 11th October at 2355

Interviews are scheduled to take place on **Monday 26th 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 Celia Tennant: celia@inspiringscotland.org.uk