

Scottish Cycling

Job Description and Person Specification

JOB TITLE:	Cluster Developer
CONTRACT TYPE:	Permanent
SALARY:	£30,000- 33,000
OFFICE BASE:	Sir Chris Hoy Velodrome, Emirates Arena, Glasgow
REPORTS TO:	Scottish Cycling Pathway Lead
BENEFITS:	5% pension contribution, British Cycling Gold Membership, Occupational Health Scheme

JOB PURPOSE

- Improve the quality and number of riders progressing through Scottish Cycling's performance development pathway.
- Coordinate and develop local rider development environments (clusters), enhancing the quality, consistency, and alignment of pathway delivery across clubs, coaches, and programmes.

Leadership & Coordination

- Coordinate youth cycling activity across the cluster, connecting local opportunities with national pathway programmes to support rider progression.
- Align local delivery with Scottish Cycling pathway principles, standards, and priorities through effective coordination of people, resources, and environments.

Environment Development

- Work with clubs and coaches to improve the quality and consistency of rider development environments.
- Foster a coaching culture that promotes co-coaching, collaboration, and shared learning.
- Support environments that develop athlete independence, ownership, and psychological skills through appropriate challenge and support.

Workforce Support

- Support coaches and volunteers through collaboration, shared practice, and ongoing development.
- Contribute to a culture of shared responsibility and continuous improvement across the cluster.
- Promote learning and development opportunities aligned to pathway needs.

Data, Monitoring & Evaluation

- Support the implementation of consistent monitoring and review processes across the cluster.
- Contribute to the collection and use of pathway data to inform decision-making and continuous improvement.
- Provide insight and feedback on local delivery and system effectiveness to the Pathway Lead, Performance Programme Manager, and National Coaches.

Equity, Diversity & Inclusion

- Support the reduction of barriers to participation and progression within the cluster.
- Promote inclusive practices and accessible pathways for underrepresented groups, including para athletes and emerging disciplines.
- Work with partners to deliver place-based inclusion initiatives and share learning.

Communication & Stakeholder Engagement

- Build and maintain effective relationships with clubs, coaches, facilities, and key partners.
- Act as the link between Scottish Cycling's national staff and local delivery environments.
- Support clear and consistent communication of pathway opportunities, expectations, and priorities.

Professional Development

The postholder will be required to agree a programme of professional development with the head of Performance and Coaching to deliver business priorities and keep practices current.

Details of the Post

The post will be based at the Sir Chris Hoy Velodrome in Glasgow; however, a flexible approach will be required to manage the demands of the job both in terms of home based working and travel to ensure presence where riders train. Reasonable travel, accommodation and administrative expenses incurred in carrying out this position are reimbursed in line with the Scottish Cycling's Travel and Subsistence policy.

The Employer's holiday year runs from 1st January to 31st December inclusive. Your entitlement, based on a full-time position, is 34 working days paid holiday plus one day leave on your birthday, this includes statutory leave entitlement. Seven days of leave must be used when the office is closed over Christmas.

The post is full-time 37.5 hours per week. There will be an expectation to work flexibly to meet the needs of the post and the organisation. The nature of the post is that meetings and events happen at weekends and evenings and the postholder will be required to attend commitments out with normal Monday to Friday working hours.

The above job description will be subject to annual review to ensure that it continues to reflect the needs of the Scottish Cycling Strategic Plan and Annual Business Plan priorities.

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 register Scottish Cycling as an interested party. We will undertake the appropriate disclosure checks relevant to the role before employment can commence.

Performance Coordinator - Person Specification

FACTORS	ESSENTIAL	DESIRABLE
Educational, Technical and Professional Qualifications	• Educated to degree level or equivalent experience in sport development, coaching, or a related field • Relevant coaching or leadership qualification	
Knowledge and Experience	• Experience working within athlete development environments (club, regional, or national) • Experience coordinating programmes, people, or partnerships • Understanding of long-term athlete development principles	• Experience supporting coach development or workforce learning • Understanding of talent pathways within governing bodies
Skills	• Strong organisational and coordination skills • Excellent communication and interpersonal skills • Ability to influence and build relationships across stakeholders •	• Ability to gather and interpret information to inform decisions
Planning and Organising	• Excellent organisational skills • Attention to detail • Proven ability to be proactive • Able to prioritise and multi-task	
Team Working	• Ability to work in a supportive team environment and lead cross departmental collaboration	
Personal Qualities	• Enthusiastic, energetic, hardworking and reliable. • Excellent organisational skills and attention to detail. • Proven ability of effective time management and forward planning.	
Other	• Current driving licence	

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