

RCCC Development Manager: Job Description



The Royal Caledonian Curling Club (RCCC) is seeking an enthusiastic and well organised leader to fill the vacancy of Development Manager.

JOB DESCRIPTION	
Job Title:	Development Manager
Primary Location:	Currently Edinburgh, moving to Stirling in August 2015
Reports to:	Head of Development
Employment Status:	Full-time permanent or part-time / job share considered
Salary:	£25k to £30k

PURPOSE/RESPONSIBILITIES OF THE POST
Overall Purpose:- The successful candidate will be responsible to the Head of Development for the implementation of development aspects of the RCCC Strategic Plan. Responsibilities:- • Develop and manage the RCCC Curling Development Officer network throughout Scotland, sourcing partnership funding and involvement • Create local partnerships with Development Groups at all curling rink facilities to implement local development action plans in relation to the RCCC Strategic Plan • Support Development Officer network and Development Groups through identifying needs and arranging suitable training • Deliver programmes which introduce people to curling and provide a pathway of progress that encourage participation and improvement for players to enjoy the game • Establish and maintain links with local authorities to encourage the use of curling into school curriculum and leisure strategies • To deliver programmes to engage and support existing members including Skill Awards, seminars, workshops and camps • To work closely with Marketing Department to develop resources for development programmes • Ensure RCCC website development content is kept relevant and up to date • Support club development by arranging cluster meetings to support clubs with structure, membership recruitment and retention • To prepare, work within, monitor and report on the budget for relevant parts of the Operational Plan • To play an active role in the RCCC Club & Member Development Committee • Prepare reports for the Board, Head of Development and other key stakeholders against the Strategic and Operational Plan performance indicators as required. • Other duties as may reasonably be required by the Head of Development
ESSENTIAL COMPETENCIES, SKILLS & PERSONAL QUALITIES
Leadership - Can use a range of leadership styles to manage a variety of people and situations. Can articulate and encourage wide ownership of RCCC's vision for developing the sport. Can recruit, train and lead a team of volunteers to deliver the relevant parts of the RCCC's Strategic Plan Planning & Organising- Is able to prioritise workload and can manage a complex workload and prioritise work for self and others. Can demonstrate ability to arrange activities and events across multiple venues Team Work - Shares collective responsibility for all aspects of RCCC business outcomes, demonstrating collaborative skills and valuing differences.



Communication - Is able to communicate to people clearly, concisely and with a high level of integrity so that people know where they stand on a wide range of issues.

Problem Solving and Decision Making - Is able to objectively and systematically analyse problems in order to make the right decisions. Has the ability to work within a changing environment and support others through periods of change.

Financial Management - Is able to manage projects within allocated financial limits

QUALIFICATIONS AND EXPERIENCE

- Degree or equivalent
- Experience in Sports Development at strategic level
- Understanding of national and regional level sports organisations and people
- Experience in cross agency development particularly building and managing partnerships
- Demonstrate ability to manage volunteers and financial resources effectively.
- Demonstrate excellent interpersonal and communication skills.
- Competence with Microsoft Office suite of products.
- Must possess a valid driving licence to fulfil the duties of the post.

This post is part funded by  **sportscotland**
the national agency for sport

The Royal Caledonian Curling Club is an equitable employer and welcomes applications from people from all communities.

Closing date for applications is 1 July 2015 and interviews will be held on 21 July 2015

Application forms can be found at