

Disability Curling Development Officer: Job Description

The Scottish Curling Trust and the Royal Caledonian Curling Club are seeking an experienced and well organised person to be a part-time Disability Curling Development Officer. The role is designed to recruit, engage, nurture and develop disabled people in the Paralympic sport of curling through the provision and delivery of curling activities and programmes. The successful candidate will support clubs, ice rinks, coaches & volunteers through the provision of inclusive programmes and contributing the future success of curling.

JOB DESCRIPTION	
Job Title:	Disability Curling Development Officer
Primary Location:	Stirling
Reports to:	RCCC Development Manager
Partners:	Scottish Wheelchair Curling Association, Robertson Trust, AM Ross Trust, Macmillan Trust, Scottish Curling Trust & RCCC.
Employment Status:	Part-time, 3 days / week. 3 year fixed term
Salary:	£24,000 per annum pro-rata

RESPONSIBILITIES OF THE POST
The Disability Curling Development Officer will:- • Conduct research then create, deliver and monitor the Disability Curling Development Plan • Manage development programmes and establish clear player pathways for all potential and existing disability user groups and individuals • Work closely with Scottish Disability Sport, Scottish Student Sport, Scottish Wheelchair Curling Association, Curling Development Groups & Disability Clubs to deliver programmes to meet targets outlined within the Plan • Ensure all disability programmes are promoted through relevant channels to maximise participation and outcomes • Create and deliver legacy plan in line with the 2018 Winter Paralympic Games (South Korea) and 2019 World Wheelchair Curling Championship (Stirling) • Establish a supportive culture for individuals through effective club structures (mainstream and disability specific) • Work closely with RCCC Coaching & Workforce Manager to provide coaching & volunteer training to up-skill individuals to provide adaptive, inclusive sessions that are fun, engaging and challenging for individuals • Identify demand for specific disability competitions and support the organisation and delivery of disability competitions • Support the RCCC Event Manager with the development & volunteer aspects of the 2019 World Wheelchair Curling Championship (The Peak, Stirling) • Provide reports to the relevant committees and managers that will support the structure and future development of disability curling • Ensure content on the Scottish Curling Trust and Royal Caledonian Curling Club websites are kept relevant and up to date for disability curling • Other duties as may reasonably be required

Disability Curling Development Officer: Job Description

QUALIFICATIONS AND EXPERIENCE		
Factor	Essential	Desirable
Qualifications and Attainments	• Educated to degree level or a professional qualification in sports related subject or relevant experience • Driving Licence and access to a vehicle	• Hold Safeguarding & Protecting Children & Protected Adults certificate
Work and Other Experiences	• Managing people, budgets and projects • Writing, developing and evaluating plans and reports	• Working with committees and volunteers • Planning / organising events
Skills	• Demonstrable interpersonal and communication skills • Evidence of research, analytical and decision making skills • Track record of building effective relationships • Strong organisational and planning skills • Competent IT skills	• Demonstrable negotiating skills • Leadership and management skills and evidence of leading groups / teams.
Disposition and Personal Qualities	• An ability to work with others, motivate, provide direction and influence • Versatility and creativity • An ability to demonstrate confidence, empathy, enthusiasm and initiative	
Special Aptitudes	• The ability to undertake flexible working hours including frequent evenings and weekends • Must hold EU passport or eligibility to work in the UK	

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

The successful candidate(s) must complete an Enhanced Disclosure / PVG to ensure eligibility to work with children.

Applications should be completed using application form found on [the RCCC website](#). **Closing date for applications is Thursday 22nd December at 12 noon.**

Interviews will be held at our office on Friday 6th January 2017.

SCT & RCCC: Ochil House, Springkerse Business Park, Stirling, FK7 7XE