



JOB DESCRIPTION	
Job title:	Disability & Inclusion Development Officer
Salary:	£25,000 per annum
Location:	Flexible working (Scottish Curling office based in Newbridge)
Reports to:	Development Manager (North)
Employment:	Fixed Term to 30 April 2025 with possible extension beyond this date funding dependant.
PURPOSE	
The Disability and Inclusion Development Officer will be responsible for developing and delivering an inclusion plan in partnership with key stakeholders and colleagues which is designed to support and increase participation through the delivery of inclusive and adaptive programmes.	
KEY CONTACTS	
• Scottish Curling staff, volunteers and relevant committees • Scottish Curling Trust • British Curling Para Pathway Programme Manager other key staff • Scottish Wheelchair Curling Association • Scottish Disability Sport • Rinks • Clubs • Local, regional and national agencies that focus on diversity and inclusion	
RESPONSIBILITIES	
• Develop and implement a disability and inclusion development plan. • Establish and lead an equality, diversity and inclusion group which oversees the disability and inclusion development plan. • Manage development programmes and establish clear player pathways for all potential and existing user groups and individuals for disability and inclusion. • Work closely with Scottish Disability Sport, Inclusion Agencies/Partners, Scottish Student Sport, Scottish Wheelchair Curling Association, Curling Development Groups & Disability Clubs to deliver programmes to meet targets. • Ensure all disability and inclusive programmes are promoted through relevant channels to maximise participation and outcomes. • Establish a supportive culture for individuals from all backgrounds through effective club structures (mainstream and disability specific).	



- Work closely with Scottish Curling 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.
- Work closely with the Scottish Curling Academy Manager to establish an inclusive Academy Programme.
- Support and attend specific disability and inclusive curling competitions and support the organisation in delivery of such competitions.
- Provide reports to the Scottish Curling Trust, relevant committees and managers that will support the structure and future development of disability and inclusive curling.
- Any other delegated duties as appropriate to the post.

CORE COMPETENCIES

- **Leadership:** Can use a range of leadership styles to manage a variety of people and situations. Can articulate and encourage others to support the performance development of junior curlers. Can support, recruit and lead coaches and volunteers to deliver the relevant parts of performance pathway.
- **Planning & Organising:** Strong organisational and planning skills and can manage and prioritise work for self and others.
- **Communication:** Is able to communicate to people clearly, concisely and with a high level of integrity and confidence that gives credibility to the academy programmes.
- **Interpersonal & Relationship Skills:** has the ability to build strong working relationships and motivate and influence others.
- **Analytical and Decision Making:** Can examine data, identify strengths and areas requiring improvement. Has the ability to articulate these sensitively with athletes and partners and develop agreed interventions.

QUALIFICATIONS/EXPERIENCE

Essential

- Educated to degree level or a professional qualification in a sports related subject or relevant experience.
- Experience in developing an inclusive environment.
- Experience of working with individuals with a disability/impairment.
- Knowledge of the disability sport landscape in Scotland.
- Track record of developing positive and productive working partnerships and working with multiple stakeholders.
- Experience of managing projects including managing people, budgets and projects; writing, developing and evaluating plans and reports.
- Ability to work with others, motivate, provide direction and influence.
- Ability to demonstrate confidence, empathy, enthusiasm and initiative.
- Experience of working with volunteers and committees.
- Good IT skills.

Desirable

- Additional support needs qualification / work experience.
- Experience in disability and/or inclusive sport.
- Experience in planning/organising events.
- Experience of writing funding applications.
- Knowledge and understanding of safeguarding and wellbeing in a sport setting.
- Evidence of leading groups/teams.

Additional Requirements:

- Ability to work flexible working hours including evenings and weekends.
- Full driving licence and access to a car
- PVG Scheme Membership
- Must be eligible to work in the UK