

JOB DESCRIPTION

<u>Post Title:</u>	Curling Development Officer – Waterfront
<u>Post Number:</u>	
<u>Grade:</u>	IL 2C £13.93
<u>Service:</u>	Inverclyde Leisure
<u>Responsible to:</u>	Facility Manager – Waterfront Leisure Complex

Overall Purpose of the Job:

To work in partnership with Waterfront Curling Development Group and Scottish Curling to plan, coordinate and review a range of curling development programmes and initiatives across Inverclyde that provide opportunities for curlers (and potential curlers) of all ages and abilities to get involved in curling at a local level.

Main Duties and Responsibilities

1.	Facilitate the implementation of the development programmes created by the 3 main partners who are: - Inverclyde Leisure, Scottish Curling and the Curling Development Group.
2.	Delivering, monitoring and reviewing the Curling Development Plan in line with Inverclyde Leisure and Scottish Curling Objectives.
3.	Establish pathways into and through curling to support lifelong participation.
4.	Introducing people to the game of curling through an engaging first experience, showing innovation in cultivating formats and models (on and off ice) that will facilitate this objective.
5.	Retaining existing curlers in the sport by ensuring that the range of opportunities in and around Waterfront Ice rink meet their needs and expectations and being innovative in developing new formats to aid this retention.
6.	Provision of inclusive curling opportunities with the support of Scottish Curling and Scottish Disability Sport.
7.	Work together with all relevant clubs at all levels to support growth and retention.
8.	Co-ordinating the coaches to deliver sessions for all abilities as and when required Attendance at Curling Development Group meetings.
9.	Building and maintaining effective relationships with Schools, Active Schools Team and relevant external groups.
10.	Helping to generate additional income revenue for Waterfront Ice Rink through the organisation of corporate curling and business challenges.

11.	Marketing and promoting curling to the population of Inverclyde to attract participation in the sport for all abilities.
12.	<u>Contacts and Communications</u> To speak with customers on a daily basis providing appropriate curling related information. To regularly be first point of contact for curling development queries from customers and clubs, reporting to the Facility Manager – Waterfront Leisure Complex
13.	<u>Decision Making</u> To propose fundamental change to the Curling programme to Management and to manage class changes to suit the programme. To manage the current Curling programme in line with agreed operational requirements.
14.	<u>Autonomy</u> To read, understand and action procedures relating to IL's Quality Management System.
15.	<u>Management of Resources</u> 1. <u>Financial Resources</u> N/A. 2. <u>Leadership and Team Working</u> Working with the ice team co-ordinating ice bookings and keeping ice techs up to date on bookings.
16.	Special Notes:- Grade reflects all hours worked contract. Grade reflects all inclusive payment. Employee required to work from any Inverclyde Leisure location

Note: Where relevant, the general statements contained in this job description should be considered in the context of their relationship with other Inverclyde Leisure Policies, Procedures, operating arrangements, and other statutory responsibilities of Officers.

Date revised: May 2024

The Person Specification clearly describes the skills/abilities/personal qualities needed to successfully undertake the duties of the post. It is agreed by the Panel prior to advertising and is used as the sole means of selecting candidates for interview.

In developing job descriptions & person specifications, Inverclyde Leisure will have due regard to its commitment to equality & diversity by ensuring that job criteria are relevant to the successful undertaking of the job and do not indirectly or disproportionately disadvantage any individual on the grounds of gender, age, disability, race/ethnic origin, religion or belief, sexual orientation, caring responsibilities or social status, unless it can be justified on objective grounds.

POST TITLE: Curling Development Officer

<u>ATTRIBUTES</u>	<u>ESSENTIAL:</u> The minimum acceptable level for safe and effective job performance	<u>DESIRABLE:</u> The attributes of the ideal candidate
<u>ATTAINMENTS/EXPERIENCE</u> 1.Educational (e.g. qualifications, membership of professional bodies) 2.Occupational (e.g. management experience)	• Educated to HND level or above or hold a professional qualification in sports related subject or relevant experience • Driving Licence and access to a vehicle • Writing, developing and evaluating plans and reports	• Hold Safeguarding & Protecting Children & Protected Adults certificate
<u>SKILLS & ABILITIES</u> (e.g. work ethic, motivation, judgement, initiative, analytical skills, problem solving skills, report writing skills)	• Interpersonal and communication skills • Track record of building effective relationships • Strong organisational and planning skills • Competent IT skills	• Leadership and management skills and evidence of leading groups / teams.
<u>SPECIAL APTITUDES</u> (e.g. numerical skills, manual dexterity, driving licence)	• To be able to deal with delicate situations • Ability to multi-task • Self-motivated	
<u>ANY ADDITIONAL JOB RELATED REQUIREMENTS</u> (e.g. ability to work irregular hours, shifts)	▪ Ability to work irregular hours, shifts and weekends	

DISABLED APPLICANTS AND GUARANTEED INTERVIEWS

Under the 'Double Tick' initiative, an applicant who indicates they have a disability and who meet the essential requirements for the vacancy will be offered a guaranteed interview.

Date revised: May 2024