

Recruitment Package



Coaching Coordinator (Part-time)



www.CurlEdinburgh.com

About Us

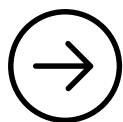
Curl Edinburgh is Scotland's busiest curling rink, home to more than 60 clubs and 1200 regular curlers.

Our vibrant membership ranges in age from 8 to over 80.

We welcome newcomers to Try Curling taster sessions, Become a Curler beginner courses, and private Group Experiences.

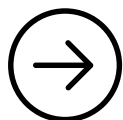
We have a fantastic pool of volunteer coaches who lead our beginner sessions and offer coaching to our members.





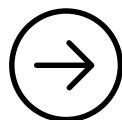
Job Title

Coaching Coordinator at Curl Edinburgh



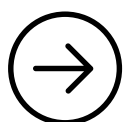
Salary

£15,000 per annum



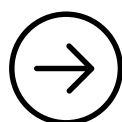
Reports to

Ice Rink Manager



Location

Curl Edinburgh
13a Riversdale Crescent
Edinburgh
EH12 5XN



Employment time

Part-time post.
20 hours per week with
flexibility for seasonal
demands.

Role

The Coaching Coordinator plays a key role in supporting, developing, and organising coaches, ensuring a consistent experience throughout the curling rink.



Key Responsibilities

Coach Support and Development

- Maintain strong, positive relationships with coaches and act as their main point of contact
- Ensure coaches are appropriately qualified and up to date with CPD and safeguarding requirements (e.g. CWPS and PVG where applicable)
- Support and guide trainee coaches through their qualifications, including coordinating, mentoring, and ensuring opportunities to complete required coaching hours within the timelines provided by Scottish Curling

Coordination and Organisation

- Allocate appropriate coaches to deliver sessions based upon qualifications, experience, and personal preferences
- Help coordinate coach education opportunities in partnership with the Scottish Curling Workforce Manager.

Partnership Working

- Build and maintain strong and effective relationships with Scottish Curling, rink management, development group, and other partners.
- Attend meetings when required and contribute updates on coaching activity
- Promote a positive, inclusive, and engaging environment for coaches and participants

Reporting and Communication

- Act as a key link between coaches, partners, and stakeholders
- Prepare and share updates or reports as required



Essential Requirements

- Hold a recognised coaching qualification
- Experience of supporting and coordinating the development of coaches and volunteers
- Excellent organisational skills, with the ability to coordinate people, schedules, and multiple priorities effectively
- Strong communication and interpersonal skills with the ability to build positive relationships with coaches, rink staff, and external partners
- Ability to work collaboratively with a range of stakeholders including Scottish Curling and local partners
- Good administrative skills, including maintaining records and producing reports/updates
- Knowledge of safeguarding requirements and importance of safe practice in sport
- Commitment to creating an inclusive environment for all participants
- Ability to work independently and use initiative



Desirable Requirements

- Hold a Scottish Curling coaching qualification
- Current PVG / CWPS certification (where applicable)
- Knowledge of Scottish Curling programmes, pathways, and qualification structures
- Experience of coach allocation or volunteer coordination
- Previous experience working with a club, rink, governing body, or community setting
- Understanding of recruitment and retention strategies for volunteers / coaches
- Full UK driving licence





How to Apply

Interested? Excited about the opportunity?

Apply today by completing the application form ([available here](#)) and sending it along with a cover letter to:

events@CurlEdinburgh.com.

Please include “Coaching Coordinator” in the subject line of your email.

Closing date: 11:59pm on Sunday 23rd August 2026

Interview date: TBC

Employment eligibility: Applicants must be able to prove the right to work in the UK for at least the period of the contract of employment.

Enquiries: All enquiries should be directed to the email address above.