Recruitment Package

CURLING OUTREACH OFFICER



SCOTTISH CURLING

sport scotland
LOTTERY FUNDED

About Us

Curl Dundee is a voluntary organisation, constituted in 2025, bringing together all 15 curling clubs playing at Dundee Ice Arena (DIA), with representation from DIA and Scottish Curling. Evolving from the Dundee Curling Development Group established in 2022, Curl Dundee manages and organises curling activity at the arena and is committed to growing participation across the Dundee area, making the sport accessible to all and upholding its values of fun, friendship and good sportsmanship. Through our clubs, volunteers, coaches and community partners, we aim to create sustainable opportunities for people of all ages and backgrounds to discover curling, develop skills, build friendships and enjoy the sport's physical and social benefits.



Photo Credit: Scottish Curling

The Role

Curl Dundee is seeking a Curling Outreach Officer to build on the success of its growing Try Curling, coaching and community outreach programmes, helping to increase participation and ensure their long-term sustainability. Working closely with Curl Dundee's Coaching Sub-Group, the Officer will develop and deliver outreach opportunities through schools, colleges, universities, businesses and community organisations, with a particular focus on young people, under-represented groups and those facing barriers to participation. By strengthening partnerships, developing pathways from first experience to regular curling, and supporting the recruitment and development of volunteers and coaches, the Officer will enable volunteers to focus on on-ice coaching while helping more people across Dundee enjoy the sport.

Job Title — Curling Outreach Officer

Remuneration

£10,000 p.a.

Reports To

Chair of Curl Dundee

Location

Dundee Ice Arena and Dundee Area

Employment

Part-time self-employed post, 3-year contract. 400 hours annually with flexibility for seasonal demands.



Photo Credit: Scottish Curling

Key Responsibilities

1. Outreach and Participation: Deliver an outreach programme to increase curling participation across Dundee and surrounding areas, engaging new participant groups.
2. Partnership Development: Build relationships with schools, Active Schools, colleges, universities, businesses and community organisations to expand curling opportunities.
3. Marketing and Promotion: Promote curling through targeted marketing and communications to attract participants of all ages, backgrounds and abilities.
4. Introductory Programmes: Coordinate Try Curling, Become a Curler and innovative on-ice and floor curling activities, providing an engaging first experience.
5. Inclusion and Accessibility: Expand inclusive opportunities for underrepresented groups, working with Scottish Curling, Scottish Disability Sport, Dundee Dragons and other partners.
6. Participant Pathways and Retention: Strengthen pathways into regular curling and club membership, supporting lifelong participation, recruitment and retention.
7. Volunteer and Coaching Development: Support Curl Dundee's Coaching Sub-Group to recruit, train, develop and retain coaches and volunteers.
8. Corporate Curling and Income Generation: Expand corporate curling and income-generating opportunities to support participation and long-term sustainability.
9. Development Planning and Collaboration: Deliver an annual outreach plan aligned with Curl Dundee and Scottish Curling priorities, working with clubs, volunteers and Scottish Curling staff.
10. Monitoring, Evaluation and Reporting: Monitor delivery, maintain GDPR-compliant records, measure agreed KPIs and report progress to Curl Dundee and Scottish Curling.



Person Specification – Essential Requirements

Education & Qualifications

- Educated to minimum HNC/HND level or above, or equivalent relevant experience
- Hold valid CWPS and appropriate PVG Scheme Membership (or willingness to obtain)

Work and Other Experiences

- Experience of organising, coordinating or delivering participation programmes, events or activities
- Experience of working with volunteers
- Experience of promoting activities and recruiting participants
- Experience of collecting and reporting participation / project data

Knowledge & Understanding

- Understanding of volunteer led organisations
- Understanding of equality, diversity and inclusion principles
- Understanding of participant safeguarding and wellbeing requirements
- Understanding of how community sport contributes to health, wellbeing and social inclusion

Personal Qualities

- Enthusiastic, proactive, and able to work proactively as part of a team
- Able to provide a welcoming and inclusive environment
- An ability to demonstrate confidence, empathy, enthusiasm and initiative
- Strong personal integrity and professionalism

Skills and Abilities

- Demonstrable interpersonal and communication skills
- Track record of building effective relationships, including with volunteers
- Strong organisational and planning skills
- Competent IT and digital platform skills
- Ability to work independently and generate new ideas

Other Requirements

- Willingness to undertake flexible working hours including evenings and weekends
- Member of the Royal Caledonian Curling Club or willingness to become a member
- Must be eligible to work in the UK

How to Apply

Interested? Excited about the opportunity?

How to Apply:

Send your note of interest to office@curl-dundee.org.uk Please include Curling Outreach Officer in the subject line of your email. We will acknowledge your application and send you the full Job Description and Person Specification, along with instructions on how to apply.

Closing Date Applications: 5 December 2026

Interview Date: Week Commencing 14 December (date to be confirmed)

Employment eligibility:

Applicants must be able to prove the right to work in the UK for the duration of the contract.

Enquiries:

All enquiries should be directed to the email address provided above.



Photo Credit: Scottish Curling