## Lothian Disability Sport - Branch Disability Sport Co-ordinator

## Job Description

### The Purpose of the Post

### The purpose of the post is:

* To assist the branch with the co-ordination and promotion of disability sport in the Lothian area.

### Key Responsibilities

The successful candidate will be responsible to the Chairperson of Lothian Disability Sport

The post holder will be required to:

* To plan, co-ordinate and deliver events run by Lothian Disability Sport (LDS), in conjunction with key partners.
* To liaise with the four local authorities, leisure trusts and voluntary organisations in Lothian to further develop existing activity programmes for people with a disability.
* To increase club affiliations and to work closely with local clubs to identify support requirements.
* To organise and co-ordinate teams representing Lothian at Scottish Disability Sport (SDS) National events
* To represent LDS at appropriate seminars, conferences and meetings
* To link in with SDS national programmes and events
* To increase awareness of the work of Lothian Disability Sport and to publicise the activities organised by the branch, including regular web site and social media updates.
* To set up and maintain branch records and documentation, including maintaining Ethics & Equity policies and procedures, PVG scheme membership.
* To manage and monitor budgets
* To adhere to agreed financial procedures when handling cash/ cheques
* To respond to enquiries from the general public
* To produce publicity material as necessary
* To act as secretary for the LDS Management Committee.
* To support fundraising initiatives by the LDS Management Committee
* To carry out any other duties relevant to the post

### General Responsibilities:

1. Other duties related to the post of Branch co-ordinator as may be delegated.
2. To prepare and submit regular progress reports to the committee and other key partners.

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| Candidate Specification –Lothian Disability Sport - Branch Disability Sport Co-ordinator Post |  |
| **Factor** | **Essential** | **Desirable** |
| **Qualifications and Attainments** | 1. Education to Degree standard or equivalent. If no formal qualification, appropriate work experience will be considered
2. Driving Licence and access to own transport
 | 1. Degree in sports studies, education, management or administration
2. Coaching qualification
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| **Work and Other Experiences (in an employed or voluntary capacity)** |  | 1. Proven working knowledge of disability sport
2. Experience of working with children and/or adults with disabilities
3. Experience of working with partners and key stakeholders
4. Experience of event management
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| **Skills** | * Demonstrable interpersonal, skills
* Good verbal and written communication skills
* Experience of delivering presentations
* Sound organisational, planning and administration skills
* Competent with Microsoft word, excel, power point
 | * Familiarity and experience website development / maintenance
* Experience of using social media as a tool for promotion
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| **Disposition and Personal Qualities** | * Ability to work with others, motivate, provide direction and influence
* Ability to demonstrate confidence, empathy, enthusiasm and initiative
 | * Versatility and creativity
* Flexibility and adaptability
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| **Special Aptitudes** | * Ability to undertake flexible working hours
* Ability to work as an effective team member
* Ability to work using your own initiative
 | * Knowledge of roles and responsibilities of local authorities, leisure trusts and voluntary organisations
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| **Other** | * Satisfactory references received
* Full Protection of Vulnerable Groups (PVG) Scheme Membership
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