



## **Disability Sport Regional Manager – West of**

### **Job Description**

**Salary – £25,000 - £28,000 Subject to Experience**

### **Job Purpose**

The post holder will work in partnership with and support member Branches, sports clubs, local authorities, education establishments, Scottish Governing Bodies of sport and other relevant stakeholders in disability sport to deliver inclusive opportunities and a coherent sports specific pathway. The post will be responsible for further developing existing sports structures and to support individuals to engage, participate and progress.

### **Principal Working Contacts**

1. Appropriate Line Manager and Sports Specific Regional Development Staff
2. SDS officers, sport specific clubs and coaches, co-ordinators, volunteers and branch personnel.
3. **sportscotland** staff, including SDS Partnership Manager and the Institute Network.
4. Key personnel across all relevant Local Authority departments, Health and Social Care and Tertiary Education
5. Local and National Disability Organisations with an interest in sport and physical activity
6. Other organisations and stakeholders with a regard to the functions under the post holder's remit who have a role or interest in sport and/or disability.

### **Main Duties**

The post holder will be required to:

1. Lead, influence and support local partners and forums to ensure that inclusion and diversity is at the forefront of strategy and operational practice.
2. Work with key partners to sustain and develop local sporting opportunities for people with disabilities to engage, participate and progress.
3. Work with the regional sport specific network to ensure an appropriate approach to coaching and competition at a club and regional level, through inclusive and discrete provision.

4. Support athletes with a disability to transition in regular participation opportunities through discrete and inclusive mainstream sports clubs and sessions with a focus on athletics, boccia and swimming.
5. Work in partnership with Scottish Governing Body staff to identify regional priorities and support the needs of regional athletes, clubs and coaches.
6. Work with SDS and Scottish Governing Body staff to support a seamless sport specific pathway for athlete progression.
7. Meet the needs of coaches, leaders, teachers, volunteers through a comprehensive programme of Education and Training.
8. Ensure effective implementation and management of national SDS programmes across the region.
9. Create and develop inclusive partnerships with and between schools, sports clubs, local authorities, sport & leisure trusts, further/higher education and community/voluntary groups.
10. Pursue and develop opportunities for accessing additional funding, manage designated budgets and any corporate sponsorship programmes.
11. Ensure all programmes, processes and competitions comply with SDS policies relating to safeguarding and equality.
12. Produce reports as required and lead any other programmes or generic areas of work as agreed with line manager.

### **Performance Indicators**

1. Demonstrable influence in planning and delivery of inclusive practice with key partners locally and regionally.
2. Support provided to new and existing member branches to increase opportunities and participants
3. Increased participation in the sport of boccia and increased capacity within clubs and sessions.
4. Athletes supported to transition into regular participation in discrete and inclusive mainstream clubs.
5. Mainstream clubs supported to effectively include athletes/participants with a disability.
6. Athletes supported to progress to regional or national programmes.
7. Education and Training opportunities delivered to meet the identified needs of coaches, leaders, teachers, volunteers and officials.

### **General Responsibilities**

1. Other duties related to the post of Disability Sport Regional Manager as may be delegated.

## Candidate Specification

### Disability Sport Regional Manager – West of Scotland

Factor	Essential	Desirable
<b>Qualifications and Attainments</b>	<ul style="list-style-type: none"> <li>• Education to Degree standard or equivalent. If no formal qualification appropriate work experience</li> <li>• Driving Licence</li> </ul>	<ul style="list-style-type: none"> <li>• Degree in sports studies, education, management or administration</li> <li>• Coaching qualification</li> </ul>
<b>Work and Other Experiences (in an employed or voluntary capacity)</b>	<ul style="list-style-type: none"> <li>• Two years' experience in sports development.</li> <li>• Experience of working in a partnership with multiple agencies</li> <li>• Experience of developing, implementing and evaluating sports development plans.</li> <li>• Knowledge of national sports development structures and programmes.</li> <li>• Knowledge of sports development pathways.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of managing coaches and volunteers.</li> <li>• Experience of working within a multi - disciplinary team.</li> <li>• Proven working knowledge of disability sport.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Exceptional organisational and administration skills.</li> <li>• Ability to work to own initiative and as a team member.</li> <li>• Ability to build strong sustainable partnership relationships</li> <li>• Good communication, presentation and interpersonal skills.</li> <li>• Ability to lead, influence, enthuse and motivate others.</li> <li>• Demonstrable negotiating and diplomacy skills.</li> <li>• Ability to simultaneously manage a number of projects</li> <li>• Operational knowledge of Microsoft programmes</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to manage budgets</li> <li>• Marketing / publicity skills</li> </ul>
<b>Disposition and Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to demonstrate confidence, empathy, enthusiasm and initiative</li> </ul>	
<b>Special Aptitudes</b>	<ul style="list-style-type: none"> <li>• Proven knowledge of roles and responsibilities of local authorities</li> <li>• Proven knowledge of roles and responsibilities of a governing body.</li> <li>• Ability to undertake flexible working hours</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of sourcing and generating finance</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Satisfactory references received</li> </ul>	