



Boccia Development Officer

Job Description

Salary – £23,000 - £25,000 Subject to Experience

Hours of Work – 37.5 hours per week as required including weekends and evenings

Responsible to – CEO

Location – SDS Head Office, Caledonia House, South Gyle, Edinburgh

Overview

Scottish Disability Sport (SDS) is the recognised governing body for the sport of boccia in Scotland and a member of Boccia UK and an associate member of the Boccia International Sport's Federation (BISFed). Boccia has a strong track record in Scotland, developing opportunities and progressing talent. There has been a 106% increase in players in the last two years with more weekly participation opportunities being established through clubs and sessions. Participation rates for women and girls remains low and increasing participation rates over the next two years is a priority. SDS currently boasts 40% of the players within the UK high performance programme competing at European, World and Paralympic competition.

SDS is mid-way through the four-year strategy 2017 - 2021: Inspiring through Inclusion. During the consultation for this plan, it was identified that there is a substantial need to develop opportunities and improve performance in the sport of boccia.

Job Purpose

SDS has been successful to securing funding from the Scottish Government's Women and Girl's Fund to support the appointment of a Boccia Development Officer. The post holder will lead the development of boccia at grassroots level with a specific focus on women and girls and other identified talent recruitment classifications and will encourage potential participants to engage with the sport and progress along its pathway.

Principal Working Contacts

1. Line Manager and SDS staff.
2. SDS member branches
3. Scottish Boccia volunteer coaching and support staff.
4. Players, parents, carers and support staff.

5. Scottish Boccia Sub-group personnel.
6. SDS staff, boccia coaches, local co-ordinators, volunteers and branch personnel.
7. Key personnel across all relevant Local Authority departments and sport & leisure Trusts.
8. Education staff and the Active Schools network.
9. Coaches and volunteers from local boccia clubs.
10. Disability specific organisations at a local and national level.
11. Physiotherapy departments and other key NHS personnel.
12. Boccia UK staff and personnel from other home nation boccia organisations.
13. 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

One of the key responsibilities of the post holder is to increase women and girls participation in boccia through the following:

1. Support teachers and Active School Coordinators to identify and engage with potential boccia players, whilst developing opportunities in the sport appropriate to local infrastructure.
2. Liaise with local and national disability organisations to promote the sport of boccia, whilst highlighting the opportunities, and to identify potential players.
3. Liaise with NHS Staff including physiotherapy departments to promote the sport of boccia, whilst highlighting the opportunities, and to identify potential players.
4. Work with SDS Performance Manager, RDM's and boccia clubs/sessions to offer opportunities to progress in training and competition.
5. Support the development of local boccia clubs and sessions to grow and thereby increase capacity.
6. Identify talented players and work closely with the SDS Performance Manager and Boccia UK staff to provide appropriate and relevant support.
7. Support the deployment of qualified coaches and peer mentors locally.
8. Support the planning, co-ordination and monitoring of local, regional and national competition.
9. Update and maintain a player, workforce and volunteer database.
10. Recruit, recognise and reward new and existing volunteers.
11. Communicate regularly and effectively with players, support staff, coaches, volunteers and officials.

12. Raise the profile of the sport of boccia and recognise positive role models and athlete success.
13. Prepare website reports, social media posts, any specific publicity and marketing materials relating to boccia.
14. Run social media campaigns to improve public awareness and increase numbers accessing the sport.
15. Establish effective monitoring and evaluation procedures to demonstrate increased participation especially amongst women and girls.
16. Support players, coaches and family with the classification process for boccia.
17. Liaise with Boccia UK and home countries and support the Scottish Boccia Sub Group.

Performance Indicators

1. Increase the number of women and girls participating in boccia.
2. Increase the number of BISFed and non BISFed players nationally.
3. Increase the number of local boccia clubs and sessions across Scotland.
4. More boccia coaches, peer mentors and volunteers are effectively deployed across Scotland.
5. Increase the number of players progressing in the sport.

General Responsibilities

1. Other duties related to the post of Boccia Development Officer as may be delegated.

Candidate Specification – Scottish Disability Sport

Boccia Development Officer

Factor	Essential	Desirable
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Qualifications and Attainments	<ul style="list-style-type: none"> • Education to Degree standard or equivalent. If no formal qualification appropriate work experience • Driving Licence 	<ul style="list-style-type: none"> • Degree in sports studies, education, management or administration • Boccia coaching qualification
Work and Other Experiences (in an employed or voluntary capacity)	<ul style="list-style-type: none"> • Experience in sports development. • Experience of developing, implementing and evaluating sports development plans. • Knowledge of national sports development structures and programmes. • Knowledge of sports development pathways. 	<ul style="list-style-type: none"> • Experience of working in a partnership with multiple agencies. • Knowledge of the boccia development pathway. • Experience of managing coaches and volunteers. • Experience of working within a multi-disciplinary team. • Proven working knowledge of disability sport.
Skills	<ul style="list-style-type: none"> • Exceptional organisational and administration skills. • Self-motivated and able to work independently. • Able to work effectively as part of a team. • Ability to build strong partnership relationships • Good communication, presentation and interpersonal skills. • Ability to lead, influence, enthuse and motivate others. • Demonstrable negotiating and diplomacy skills. • Comprehensive understanding of IT packages, including; Microsoft Word, Excel, PowerPoint and cloud-based systems. 	<ul style="list-style-type: none"> • Ability to manage a number of projects • Ability to manage budgets • Marketing / publicity skills
Disposition and Personal Qualities	<ul style="list-style-type: none"> • Ability to work with others, motivate, provide direction and influence. • Ability to demonstrate confidence, empathy, enthusiasm and initiative. 	
Other	<ul style="list-style-type: none"> • Satisfactory references received • Full Protection of Vulnerable Groups (PVG) Scheme Membership 	