



Events Manager

Location: Caledonia House, South Gyle, Edinburgh, EH12 9DQ. This is a hybrid post with the opportunity for home working.

Employer: Scottish Disability Sport (SDS)

Role: The Events Manager will:

- Provide a comprehensive, inclusive and robust events programme for participants with disabilities.
- Provide a pathway of events for participants and athletes with disabilities from local to regional/national/international.
- Influence local and national partners to embed inclusive practice in physical activity and sport events at a local, regional and national level.
- Plan and deliver a programme of events to support sharing of best practice and experiences across Branches as well as local, regional and national partners.

Hours: Full time – 37.5 hours/week as required including weekends and evenings

Salary: £28,500 - £30,600 depending on experience.

Accountability

1. The post holder will report to and be line managed by the SDS Head of Development.
2. The post holder will manage the SDS Events Team

Background

SDS is beginning its third year of an eight-year strategy - Inspiring Through Inclusion 2021 – 2029, with a vision that “Sport and physical activity in Scotland are welcoming and inclusive for participants with disabilities.”

SDS passionately believes in the power of physical activity and sport to transform lives and bring lifelong social, physical and psychological benefits for participants with a disability. In essence SDS is working towards a culture of full inclusion, and as the sector lead, SDS must continue to drive and influence at a local, regional and national level as well as its responsibility as the Scottish Governing Body for the sport of Boccia.

SDS's values are:

- **Inclusion** - addressing the needs and aspirations of all individuals
- **Respect** - considering different opinions and rights of all individuals – participant centred
- **Integrity** - underpinning all actions by what is morally right and honest
- **Ambition** - finding innovative and creative solutions

... and are reflected in all we do.

The five key impact areas of the strategic plan are:

- Engage and Participate
- Progress and Perform
- Education and Learning
- Leadership and Governance
- Partnerships and Communication

It is an exciting time to be joining SDS as we strengthen our partnership with **sportscotland**, working collaboratively to ensure that inclusion underpins all aspects of Scottish sport and physical activity.

Key Outcomes

- Increased number of participants with disabilities involved in sport and physical activity.
- Greater number of partners with a stronger culture of inclusion.
- An increase in volunteering and a more inclusive volunteering workforce from the corporate and voluntary sector.
- Inclusive event pathways from engagement to performance across identified sports to support athletes with disabilities to meet their full potential.
- More athletes with disabilities supported into national events from engagement opportunities.
- More local and national partners offering inclusive pathway events.
- Increased number of participants, athletes, coaches and officials across boccia in Scotland.
- The SDS branch infrastructure supported and strengthened to run pathway events for the national calendar.
- Robust monitoring and evaluation in place to inform future delivery and development of the events programme.
- Utilise the wider SDS workforce to enhance the events and engagement opportunities calendar.
- Positive relationships enhanced with SGBS, LAs/Trusts, clubs, disability organisations and other facility providers.
- Best practice shared and communicated across SDS Branches and key partners.
- Proactive relationships developed with the health and education sectors.
- Increased awareness and implementation of the Activity Inclusion Model.
- Increased profile of disability sport and understanding of the key messages of SDS.

Key Responsibilities

The successful candidate will be responsible to the SDS Head of Development. The post holder will be required to:

1. Contribute to the key impact areas within the SDS Strategic and Operational plans.
2. Lead the strategic development of the SDS Events Calendar.
3. Build and maintain successful partnerships to deliver the calendar.
4. Lead, manage and support the SDS Events Team and ensure effective communication both internally and externally.
5. Work with colleagues and key partners to develop and implement SDS strategy, policy and practice and robust data collection.
6. Support & influence Scottish Governing Bodies of Sport to develop inclusive strategies and practice for events for participants and athletes with disabilities.
7. Identify, support and develop a network of volunteers, from the corporate and voluntary sectors, to support the national events calendar.
8. Work closely with the health, education, disability, sport and third sector organisations to develop robust event pathways in sport and physical activity.
9. Ensure all SDS events adhere to all aspects of child and vulnerable persons wellbeing on behalf of SDS.

10. Ensure that all aspects of work are progressed in line with the SDS Equality and Safeguarding policies.
11. Identify and secure funding to enhance the offer of the national events calendar.
12. Delivery of a comprehensive programme events designed to support sharing of best practice and development across SDS Branches as well as local and national partners.
13. Represent SDS on working groups with Scottish Government, **sportscotland** and other identified bodies.
14. Report progress against the SDS Annual Operational Plan and Boccia Plan to the SDS Management Board and associated subgroups.
15. Report as necessary to SDS funding partners.
16. Act as the SDS lead for identified sports.
17. Lead and support identified strategic working groups.
18. Management of allocated budgets in line with policies and procedures.

General Responsibilities

1. Other duties related to the post of Events Manager as may be delegated.
2. Contribute as appropriate to events, seminars, conferences and meetings as required.

Candidate Specification – Scottish Disability Sport

Events Manager Post

Factor	Essential	Desirable
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 policy, sports studies, education or event management
Work and Other Experiences (in an employed or voluntary capacity)	<ul style="list-style-type: none"> • Experience of positively influencing partners • Understanding of equality, inclusion and diversity issues • Working knowledge of disability sport and the needs of participants with disabilities • Experience of positively communicating key messages with partners • Experience of managing events, finance, projects • Budget management experience 	<ul style="list-style-type: none"> • Experience of managing people • Knowledge of the Scottish and UK sport system • Knowledge of the Scottish, UK and international para sport system.
Skills	<ul style="list-style-type: none"> • Proven leadership, teamwork and decision-making skills • Demonstrable effective interpersonal, communication and motivational skills • Excellent organisational and planning skills and the ability to prioritise • The ability to positively influence key partners and volunteers • Demonstrable negotiating and diplomacy skills • IT self sufficient 	
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 	<ul style="list-style-type: none"> • Versatility, innovation and creativity
Special Aptitudes	<ul style="list-style-type: none"> • Proven knowledge of roles and responsibilities of local authorities and governing bodies • Ability to undertake flexible working hours • Ability to work as a member of a team as well as on your own initiative 	
Medical and Other	<ul style="list-style-type: none"> • Satisfactory references received 	