

www.townloch.com

waterski & wakeboard
scotland



Watersports Programme
Coordinator

RECRUITMENT





JOB PACK: WATERSPORTS PROGRAMME COORDINATOR

Dear Candidate,

Thank you for your interest in the role of **Watersports Programme Coordinator** at Town Loch National Training Site. The site is operated by Waterski and Wakeboard Scotland (WWS), Scotland's governing body for waterski and wakeboard.

We are looking to appoint a driven and passionate individual who can deliver high-quality member and customer experiences, supporting the day-to-day running of the site and helping to grow participation in our sports. The candidate we appoint will be full of enthusiasm and positive energy and a great role model.

We are committed to broadening the diversity of our organisation and are keen to attract people from a wide range of backgrounds. For the right candidate, this is a truly exciting opportunity to be part of a dynamic, growing and ambitious organisation where your contribution and ideas will have a significant impact in the growth of our sports.

Yours faithfully,
Calum Gauld, Chief Operating Officer

ABOUT US

Our Vision

Lead progressive growth in the sports by promoting partnerships, inclusivity and sustainability.

Our Mission

A thriving community which provides regular opportunities for all to participate, compete, progress and achieve within our sports.

Town Loch National Training Site is Scotland's home of waterski and wakeboard, offering a friendly and inclusive environment for members, visitors, schools and groups. The site provides opportunities for people of all ages and abilities to learn, train, and enjoy time on the water, whether trying the sport for the first time or looking to progress their skills.

Town Loch is operated by Waterski & Wakeboard Scotland (WWS), Scotland's governing body for waterski and wakeboard, funded by sportscotland and the National Lottery. WWS supports the development of safe, sustainable, and accessible participation across the country and works to ensure that Scotland's unique landscape continues to provide exceptional opportunities for watersports.



JOB PACK - WATERSPORTS PROGRAMME COORDINATOR

The Watersports Programme Coordinator role is central to delivering high-quality on-water experiences at the Town Loch National Training Site. This position focuses on creating enjoyable, safe, and memorable sessions for members, visitors, and groups, while supporting the smooth day-to-day running of all activity on the water.

A core part of the role involves coordinating on-water operations — driving the boat, preparing equipment, welcoming participants, and helping ensure activity runs safely and smoothly. The role also involves supporting and guiding seasonal staff and volunteers who contribute to on-water delivery, helping maintain a positive, safe, and professional environment. The role also contributes to customer and front-of-house operations when required, depending on the needs of the site.

Town Loch plays a vital role in developing waterski and wakeboard in Scotland, and this post helps ensure the site continues to be a vibrant, inclusive, and well-run hub for the community. The successful candidate will join a passionate and motivated team, working closely with the Chief Operating Officer, Management Committee, WWS Development Officers, seasonal staff, and volunteers.

The role is based at the Town Loch National Training Site in Dunfermline, offering a varied and rewarding outdoor working environment with plenty of challenge and purpose for the right individual.

Key Responsibilities

- Coordinate safe and smooth on-water operations, creating enjoyable experiences for members, visitors, schools, and groups.
- Drive the boat and support watersports sessions for participants of all ages and abilities.
- Support and guide seasonal staff and volunteers involved in on-water delivery.
- Prepare and maintain equipment, including basic checks and reporting maintenance needs.
- Help deliver group sessions, taster days, community visits, and other site activities.
- Contribute to programmes that encourage participation, confidence, and progression.
- Support the delivery of WWS competitions and events at NTS.
- Uphold safeguarding, safety procedures, and operational standards at all times.
- Provide excellent customer service, ensuring a warm, welcoming, and inclusive experience for all participants.



JOB DESCRIPTION

Skills & Experience

- **SBD2 qualification (essential).**
- Experience working directly with participants or customers, ideally in a sport, outdoor, or community environment.
- Waterski/wakeboard coaching or on-water delivery experience desirable but not essential.
- Strong understanding of safe on-water practice and equipment use.
- Experience supporting people of different ages and abilities in an activity setting.
- Understanding of sports development and/or community engagement.
- Experience in partnership development or stakeholder engagement.
- Awareness of safeguarding and a commitment to creating a safe, inclusive environment.
- Ability to work effectively in an outdoor, active, and fast-paced environment.

Person Specification

- Driven and passionate about delivering high-quality watersports experiences aligned with our values of Community, Progress, and Fun.
- Warm, approachable, and able to create a welcoming environment for participants of all ages and abilities.
- Highly organised, with excellent attention to detail and a strong commitment to safe practice on the water.
- Strong interpersonal skills and the ability to build positive relationships with participants, families, staff, and volunteers.
- A collaborative team player who also works confidently on their own initiative.
- Enthusiastic, motivated, and able to bring positive energy to daily on-water operations.
- Passionate about helping participants feel confident on the water and enjoy their experience.
- Committed to continuous improvement and reflective practice.
- Confident in taking responsibility and making sound decisions in a dynamic outdoor environment.
- Naturally sets and upholds high standards in safety, delivery, and customer experience.



TERMS OF APPOINTMENT

Contract & Working Hours

- This is a full-time, fixed-term seasonal role, running from **4 April 2026 to 4 October 2026**. The role is based on approximately **40 hours per week**, worked across our operational week of **Wednesday to Sunday**. Evening and weekend work will be required as part of normal site operations.
- The salary for this position is **£24,000 per annum, pro rata** for the contract period. For the six-month term, this equates to approximately **£12,000 gross in total**, paid monthly.

Annual Leave

- Annual leave entitlement will be calculated on a **pro rata** basis for the duration of the contract and in line with statutory requirements.

Pre-Employment Checks

- A **PVG disclosure check** will be required for the successful candidate. Appointment is also subject to the receipt of satisfactory references.

HOW TO APPLY

Closing Date: Friday 30 January 2026 by 5pm.

Please send a **CV** and **covering letter** (no more than two A4 pages) to coo@wws.org.uk, using the subject line of **"Watersports Programme Coordinator"**

Interviews will be held during the **week commencing 9 February 2026**, arranged at mutual convenience.

