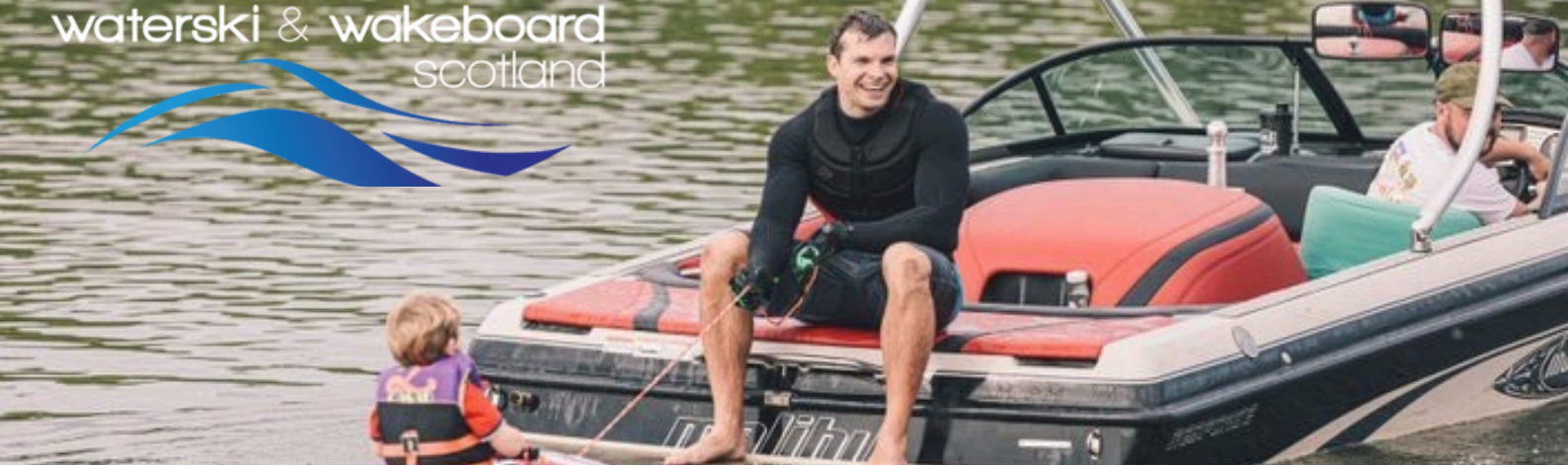


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DEVELOPMENT OFFICER RECRUITMENT





JOB PACK: DEVELOPMENT OFFICER

Dear Candidate,

Thank you for your interest in the role of Development Officer at Waterski and Wakeboard Scotland. Waterski and Wakeboard Scotland (WWS) is looking to appoint a driven and passionate individual who can deliver the governing body's objectives in line with its values of Community, Progress, and Fun. The candidate we appoint will be full of enthusiasm and positive energy and a great role model. You will have a growth mindset and always be ready to accept new challenges.

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.

Yours faithfully,
Calum Gauld, COO

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.

We are Waterski and Wakeboard Scotland - Scotland's governing body for waterski and wakeboard activities, funded by SportScotland and the National Lottery. We fully support the Scottish Government's Active Scotland Outcomes Framework.

Scotland's geography provides some of the most globally renowned, stunning backdrops for outdoor activity and watersports. With over 30,000 freshwater lochs and 6,000 miles of coastline, there are many wonderful opportunities to enjoy the thrills and challenges offered by waterski and wakeboard - nothing beats getting out onto the water and focusing your mind on just you and the beautiful outdoors.



JOB PACK - DEVELOPMENT OFFICER

Overview

This is an exciting post that will be pivotal in the growth of waterski and wakeboard participation within Scotland. Furthermore, it will establish exciting and wide-ranging engagement and participation opportunities, thereby encouraging participation from a diverse range of individuals. The role will revolve around designing and delivering activity, training, development and coaching programmes and pathways for participants at clubs and venues across Scotland. We are the Scottish Governing Body and want to breathe new life back into the sport; the Development Officer role will be key to achieving that. We have recently seen a number of new people with a raft of skills and experience from different backgrounds join the team. The successful applicant will be working with an exciting, dynamic, and motivated team of the Board of Directors (voluntary), a Chief Operating Officer, and a part-time Development Officer, as well as the management staff, volunteers, and participants from the clubs and venues throughout Scotland.

This is a national field-based role that involves travel across Scotland and occasionally the rest of the UK. The main base for the post is the Waterski and Wakeboard Scotland HQ at the Town Loch National Training Site in Dunfermline. Home working will also be available when appropriate. This is a role that will provide excitement, challenge, and a huge sense of purpose for the right candidate. Playing a key role in realising our mission: a thriving community which provides regular opportunities for all to participate, compete, progress, and achieve within our sports.

Key Responsibilities

- Create activity and community programmes based on stakeholder needs, which support initial engagement and the ongoing development of the sport.
- Plan, organise, and deliver quality coaching and training programmes in clubs for participants, drivers, and coaches.
- Support and mentor coaches and drivers to deliver high-quality participant experiences.
- Support coaches and drivers to improve their knowledge about developments in the sport, and approaches to coaching are up to date.
- Plan, promote, and implement national competitions and tournaments - and assist clubs with the design and delivery of "backyard" competitions.
- Design and implement a volunteer pathway programme and support clubs to recruit new volunteers, athletes, and members.
- Monitor, evaluate, and report on the initiatives and projects.



JOB DESCRIPTION

Skills & Experience

- A strong interest in and knowledge of waterskiing and/or wakeboarding.
- Hold a valid SBD2 qualification and licence preferred but not essential
- Experience as a waterski or wakeboard driver and/or coach is essential.
- Experience in the design and delivery of sports coaching and training programmes.
- Understanding of sports development or community engagement.
- Proven skills in marketing and promotion, including effective use of social media.
- Experience in partnership development, stakeholder engagement, and customer relationship management.
- Involvement in grant funding applications, fundraising activities, and basic budget reporting.

Person Specification

- You will be extremely driven and passionate to deliver the governing body's objectives, in line with its values of Community, Progress, and Fun.
- You are meticulous in your preparation and set high standards in your own delivery
- You have a good working knowledge of digital tools, including software applications and social media
- You have strong interpersonal skills and the ability to build and maintain positive relationships with a range of stakeholders
- You are a collaborative team player who also works effectively on your own initiative
- You are highly organised, with excellent attention to detail and the ability to prioritise tasks and meet deadlines
- You are enthusiastic, motivational, and bring positive energy to your work – a role model within the sport
- You are passionate about supporting members and participants to realise their potential
- You're committed to continuous improvement, capable of developing and enhancing existing processes
- You naturally set and uphold high standards, ensuring that targets are met—and exceeded



TERMS OF APPOINTMENT

Contract & Working Hours

- This is a part-time, fixed-term contract for a period of two years. The role is for 20 hours per week and follows a hybrid working pattern. Regular attendance will be required at clubs and facilities, as well as at our national training site based in Dunfermline. Some home working will also be possible, and flexibility is expected to meet the operational needs of the organisation.

Salary

- The salary for this role is £14,400 per annum (based on full-time equivalent salary of £24,000-£28,000, depending on experience). A contributory pension scheme is available as part of the employment package.

Annual Leave

- The annual leave entitlement for this role is 14 days per year, based on a working pattern of 2.5 days per week. This is in line with the statutory minimum of 5.6 weeks' paid holiday (pro rata)

Pre-Employment Checks

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

HOW TO APPLY

Closing Date - Friday 11th of July by 5pm.

Please send a CV and covering letter of no more than two A4 pages to calum.gauld@wws.org.uk with the subject line of 'Development Officer'

Interviews will be arranged at mutual convenience.