



COACH AND VOLUNTEER MANAGER PERSON SPECIFICATION

EDUCATION / QUALIFICATIONS

Essential	Desirable
Qualified to degree level in a sport or business-related discipline or equivalent experience in sports development or sports management	PDA or other relevant qualification in sports coach education tutoring

SKILLS / ATTRIBUTES

Essential	Desirable
Ability to work under pressure to challenging timescales	
A team player with the ability to work with, and motivate others	
Good self-discipline to work independently and manage a demanding workload	
Strong communication and presentation skills, both oral and written along with evidence of experience delivering presentations	



WORK AND OTHER RELATED EXPERIENCE

Essential	Desirable
Strong understanding of the coach and volunteer landscape in Scotland	Experience working with / for a national governing body of sport or organisation with similar objectives
Experience of developing sports education resources / qualifications	Evidence of utilising internal and external data to inform planning and delivery of projects
Experience of delivering coach and volunteer education programmes	Knowledge and understanding of equality and diversity in relation to sport
Experience of managing staff and / or volunteers in a sports / education related environment	Knowledge and understanding of safeguarding in relation to sport
Evidence of implementing innovative strategies / projects to meet and exceed objectives	Experience of developing and implementing an online learning and development platform
Experience of successfully developing and leading projects	Experience of successfully developing and leading projects at a national level
Experience in planning and contributing towards annual action plans / strategies	
Experience in reporting and managing programmes / relating to annual investment	
A track record in effective partnership work	
Competence in IT and social media	



PERSONAL QUALITIES AND ATTRIBUTES

Essential	Desirable
Passion for sport	Passion for bowls
Active participation in sport through competition, coaching or volunteering	
Enthusiastic, energetic, hardworking, trustworthy, and reliable	
Strong communication and interpersonal skills	
Commitment to CPD and a willingness to learn and develop	
Flexibility – the role will require work at evenings and Weekends	
Applicant must hold a full current driving licence. The postholder will be required to travel independently throughout Scotland on a regular basis and outside of Scotland occasionally	