

## Job Description: Development Officer (Foundation)

**CONTRACT TYPE:** Maternity Cover for 8 months.

**SALARY:** Pro-rated salary based on annual salary of £26,00 - £28,000 per annum, dependent on skills and experience.

**LOCATION:** Scottish Volleyball, 48 Pleasance, Edinburgh, EH8 9TJ. This role will be based at the designated office with potential of agreed remote/hybrid working.

**REPORTS TO:** Head of Development.

**HOURS OF WORK:** 37.5 hours per week.

Summary of key responsibilities include but are not necessarily limited to:

- 🌀 Perform an integral role in the implementation of Scottish Volleyball's Strategic Plan "We Are Volleyball" with particular emphasis and support for school delivery and development.
- 🌀 Develop strong relations with school PE departments, Active School Coordinators, and partners in key targeted local authorities.
- 🌀 Deliver in school taster sessions and Scottish Volleyball Ambassador courses.
- 🌀 Manage the delivery of the CEV Schools project in Scotland and liaise with European Volleyball to report on progress.
- 🌀 Promote and develop interschool competitions including new Schools Volleyball League and Scottish Schools' Cup.
- 🌀 Work closely with indoor and beach volleyball clubs and other after-school providers to develop links into community-based volleyball.
- 🌀 Identify education and development needs for coaches, leaders, teachers, officials, and volunteers across the national club environment in conjunction with Scottish Volleyball's development plans, staff, volunteers, and commissions.
- 🌀 Support national club environments which develop talented athletes within clubs. Signpost players to the Tartan Talent Pathway and regional beach performance sessions.
- 🌀 Manage the operating budgets and pursue, develop, and promote opportunities to accessing additional funding opportunities.
- 🌀 Work with the Workforce Officer to identify and recruit key volunteers and assist in the development of a quality qualified coaching and officiating workforce.
- 🌀 Assist the Competitions and Events Officer with major events throughout the year.
- 🌀 Be a positive ambassador and role model for volleyball; uphold the organisational values and mission statement of Scottish Volleyball.
- 🌀 Follow direction from the Head of Development, work closely with Development Officer (Community) and other staff to play an active role in developing volleyball.
- 🌀 Any other duties as appropriate to the post and the needs of Scottish Volleyball.