Scottish Gymnastics

SCOTTISH GYMNASTICS

Development Administrator

RECRUITMENT PACK

sport scotland
LOTTERY FUNDED



ABOUT SCOTTISH GYMNASTICS

Scottish Gymnastics has been leading and supporting the sport since 1890. Today, we champion gymnastics both as a foundation sport - one that builds essential physical skills such as balance, coordination, strength, and agility - and as a competitive and performance pathway, enabling athletes to progress to national and international opportunities, representing both Scotland and Great Britain.

We are recognised by **sport**scotland, and are an affiliated association of British Gymnastics, which represents the home nations at international events including the Olympic Games, World Gymnastics and European Gymnastics.

Through a strong working partnership with British Gymnastics, we share a commitment to developing the sport and providing outstanding support for the 140 clubs and more than 32,000 individual members who make up the vibrant Scottish gymnastics' community.

Our vision is "**An uplifting gymnastics experience for all**"

- 'UPLIFTING' represents both the physical and mental health benefits of gymnastics and the enjoyment it brings
- 'EXPERIENCE' is about making positive experiences for everyone central to everything we all do, including the way we involve and treat people and how we deliver gymnastics
- 'FOR ALL' means for everyone in gymnastics no matter how you are involved, and ensuring gymnastics is welcoming for people who haven't been involved in the past.

Click the button to read our strategy

LEAP WITHOUT LIMITS



INCLUSIVE | SUPPORTIVE | ASPIRATIONAL

OUR VALUES

We share the values of gymnastics with our partners across the UK. These are at the heart of how we deliver and engage people, to ensure that gymnastics is enjoyable, safe, and open to everyone.

Inclusive - We must ensure gymnastics across the UK is welcoming and accessible to everyone, creating an immediate sense of belonging.

Supportive - You should feel safe and supported, knowing there's always someone you can turn to for help if you need it and that your voice will be heard and listened to

Aspirational – So that everyone in gymnastics is inspired to constantly learn and grow

Everything we do is underpinned by our shared values. They shape our work and support us to embed a strong dynamic culture across our organisation.

GYMNASTICS IN SCOTLAND

Breath-taking to watch and exciting to perform, gymnastics gives young children the best possible start to their life in sport. From the development of fundamental movement skills and confidence, to becoming performance gymnasts competing on the world stage demonstrating amazing skill, exceptional strength, and great courage.

Gymnastics is a safe, fun, and challenging sport which allows people of all ages and abilities to be involved in activity. Young gymnasts in Scotland believe that taking part in sport through their gymnastics club has a positive impact on their mental wellbeing, helping them feel happy, healthy, confident, included, and make friends. We provide performance and non-performance opportunities across nine disciplines and areas of participation.

- Acrobatics
- Disability
- Double mini-trampoline
- Formers
- Men's artistic
- Preschool
- Rhythmic
- Schools
- TeamGym
- Trampoline
- Tumbling
- Women's artistic






















INCLUSIVE | SUPPORTIVE | ASPIRATIONAL

THE ROLE

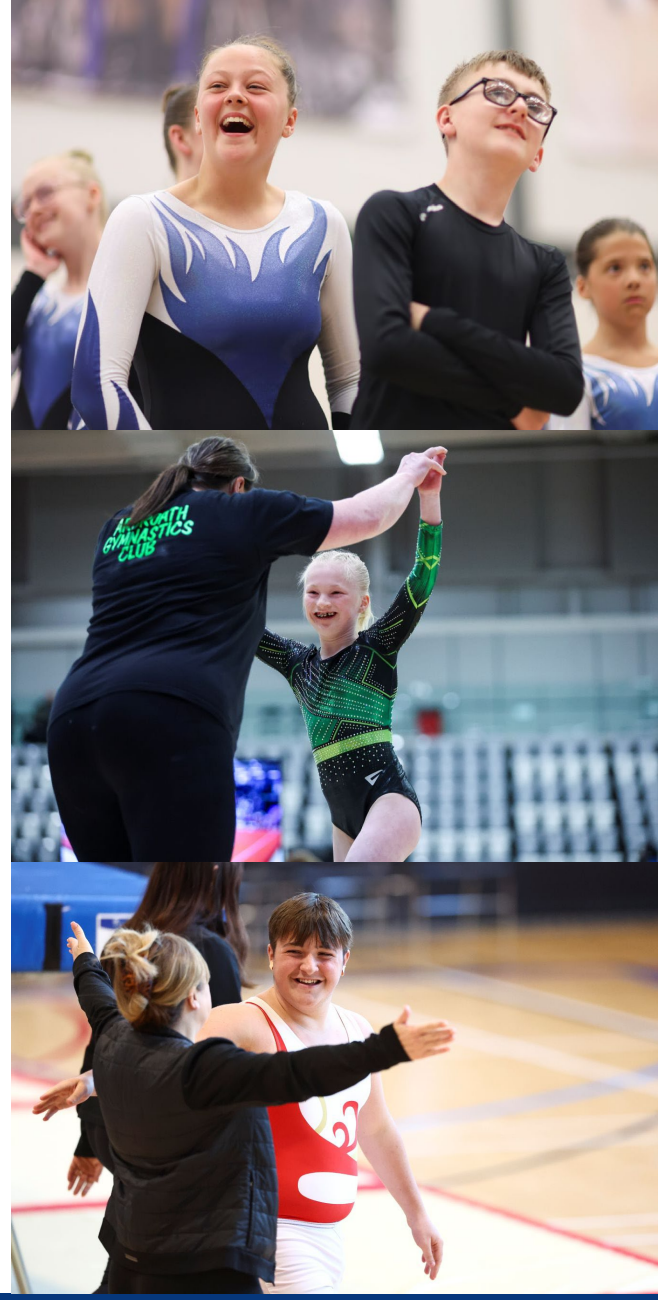
STATUS	17 hours per week
RESPONSIBLE TO	Development and inclusion manager
BASE LOCATION	Craiglockhart Tennis Centre, Edinburgh Hybrid role includes working two days a week in the office
SALARY	£26,288 full-time equivalent, pro rata to £11,917

ROLE SUMMARY

This role will provide administrative and coordination functions to the development department.

The development team works with our 145 member clubs by empowering them to offer participants a great experience. Their work encompasses club development, participation and inclusion.

Our team visits and meets members from clubs across Scotland. They support them in accessing a range of benefits, resources and funding through our programmes and club services partners. They also run regular webinars, club forums and lunch & learn sessions.



KEY OBJECTIVES

- Maintain efficient and effective administrative systems and procedures for the department
- To effectively help plan and coordinate the booking of travel and accommodation for departmental activity
- Assist with the organisation, co-ordination and promotion of all departmental activities
- Responsible for invoicing and processing of payments and invoices in line with Scottish Gymnastics finance procedures
- Update and maintain information on computer systems (JustGo) and Scottish Gymnastics website
- Deal with membership enquiries
- Manage the department email inbox and incoming telephone calls, ensuring any relevant information is passed to relevant team member/department
- Provide general administration duties to include photocopying, filing, processing incoming and outgoing departmental mail
- Any other reasonable duties as directed by the line manager/head of department

MONITORING AND EVALUATING

- Input into monitoring and evaluation reports with support of line manager for senior leadership team/board reporting measures
- Work with colleagues in education team, for data capture and input measures for tracking purposes







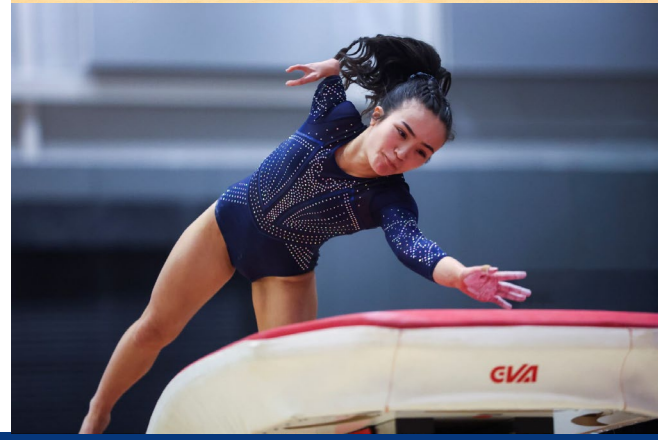
KEY OBJECTIVES

DEPARTMENTAL SPECIFIC - DEVELOPMENT

- Produce a comprehensive calendar online for all club information sessions, continuous personal development and relevant disability gymnastics learning opportunities
- Ensure appropriate booking links and course information is available and liaise with learners
- Communicate policies and update the Scottish Gymnastics website to become a clear source of information
- Support the development and inclusion manager with the planning and organising of relevant disability projects
- Work with the communications department to communication all relevant development projects and disability gymnastics updates and opportunities
- Lead on specific projects as and when required to support the departments key objectives in line with operational plan and personal development reviews
- Appropriately administer confidential information for coaches, parents and clubs
- Responsible for the collation and evaluation of learner feedback across all relevant disability and development activities







KEY OBJECTIVES

COMMUNICATION

- Communicate and interface regularly with
    - Line Manager
    - Scottish Gymnastics staff
    - British Gymnastics departments
    - Clubs, parents, coaches and gymnastics workforce
    - Key national and local partners e.g., local authorities and trusts
    - Commissions, associations, clubs and development groups
- Develop and maintain strong effective partnerships and relationships with key agencies including British Gymnastics, **sport**scotland, local authorities etc.
- Attend staff meetings as appropriate

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties, and we recognise that jobs change and evolve. Consequently, this is not a contractual document, and you will be required to carry out any other duties to the equivalent level that are necessary to fulfil the requirements of the post. The job description should be reviewed annually to reflect the needs of the Scottish Gymnastics strategic plan.







PERSON SPECIFICATION

CRITIERIA/ATTRIBUTES	ESSENTIAL	DESIRABLE
QUALIFICATIONS	▪ National 5 qualification in English and Maths or equivalent	▪ NC in administration or equivalent qualification ▪ UKCC Coaching qualification or equivalent in any sport
SKILLS AND ABILITIES	▪ Competent IT skills ▪ Highly developed interpersonal and customer service skills ▪ Ability to demonstrate a methodical, organised and flexible approach to work ▪ Effective organisational skills ▪ Effective listening and verbal and written communication skills ▪ Ability to work using own initiative within boundaries ▪ An ability to work and communicate with a diverse range of people, establishing and maintaining effective working relationships ▪ Ability to plan, organise and prioritise workload to meet deadlines ▪ Excellent attention to detail ▪ Advanced decision-making skills ▪ Have tact and diplomacy ▪ Willingness to undertake a broad range of duties	

PERSON SPECIFICATION

CRITIERIA/ATTRIBUTES	ESSENTIAL	DESIRABLE
EXPERIENCE	▪ Customer care and quality control ▪ Working as part of a team	▪ Experience of working within a sporting environment ▪ Experience of using CRM systems ▪ Working knowledge of Xero ▪ Experience of working in an office environment
KNOWLEDGE	▪ Sound knowledge of Microsoft Office products including Word, Excel, PowerPoint and Outlook and the internet	
PERSONAL QUALITIES	▪ Have integrity, drive, enthusiasm and initiative ▪ Ability to offer creative solutions to situations ▪ A team player ▪ Self-motivated ▪ Willing to work independently ▪ Flexible approach to changing work tasks	
OTHER REQUIREMENTS	▪ Commitment to ongoing professional development ▪ Ability to work occasional weekends	

APPLICATION DETAILS

APPLY

We would like to hear from you if you have the required skills and knowledge, experience and personal qualities and share our values of inclusive, supportive and aspirational.

To apply, please submit your CV and a covering letter outlining your relevant experience and motivation for the role to hr@scottishgymnastics.org by 5pm on Friday 27 November. We will hold in-person interviews in Edinburgh on Thursday 10 December.

For a confidential discussion about the role, please email our lead manager development and education Sarah Logan at sarah@scottishgymnastics.org to arrange a suitable time.

Scottish Gymnastics is the governing body responsible for all levels of gymnastics activity in Scotland. We are an equal opportunities employer and welcome applications from a diverse range of candidates, regardless of age, gender, ethnicity, sexual orientation, faith, or disability.

RECRUITMENT TIMELINE

- Friday 27 November at 5pm: closing date for applications
- Thursday 10 December: in-person interviews in Edinburgh







Scottish Gymnastics

For everyone

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scottishgymnastics.org
Company Reg No SC177815 | VAT Reg No 164 853 779

