



SCOTTISH GYMNASTICS

Events Logistics and Facilities Manager

RECRUITMENT PACK



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 **sportscotland**, 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

LEAP WITHOUT LIMITS

A NEW VISION FOR A NEW ERA



INCLUSIVE | SUPPORTIVE | ASPIRATIONAL

OUR VALUES

Our shared values below are our values for gymnastics in Scotland with our partners across the UK, and we need to put them at the heart of how we deliver and engage people in gymnastics so that they are reflected in the experiences people have:

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



INCLUSIVE | SUPPORTIVE | ASPIRATIONAL



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THE ROLE

STATUS	Full time
RESPONSIBLE TO	Lead Manager Events
RESPONSIBLE FOR	Network of event equipment contractors
BASE LOCATION	Craiglockhart Tennis Centre, Edinburgh Hybrid role includes working two days a week in the office
SALARY	£30,000 - £35,000

ROLE SUMMARY

The purpose of this role is to manage all event-related logistics operations in relation to equipment, transport, storage, venues and health and safety. The role will also lead on the management of key relationships with our equipment sponsor, equipment maintenance agreements and equipment compliance requirements.

The role will also lead on the facility development and management services for the organisation to reflect strategic priorities and needs of our members. They will provide a support service to member clubs and key partners, where appropriate, on the development and growth of gymnastics facilities across the country to allow the ongoing growth of the sport.



INCLUSIVE | SUPPORTIVE | ASPIRATIONAL

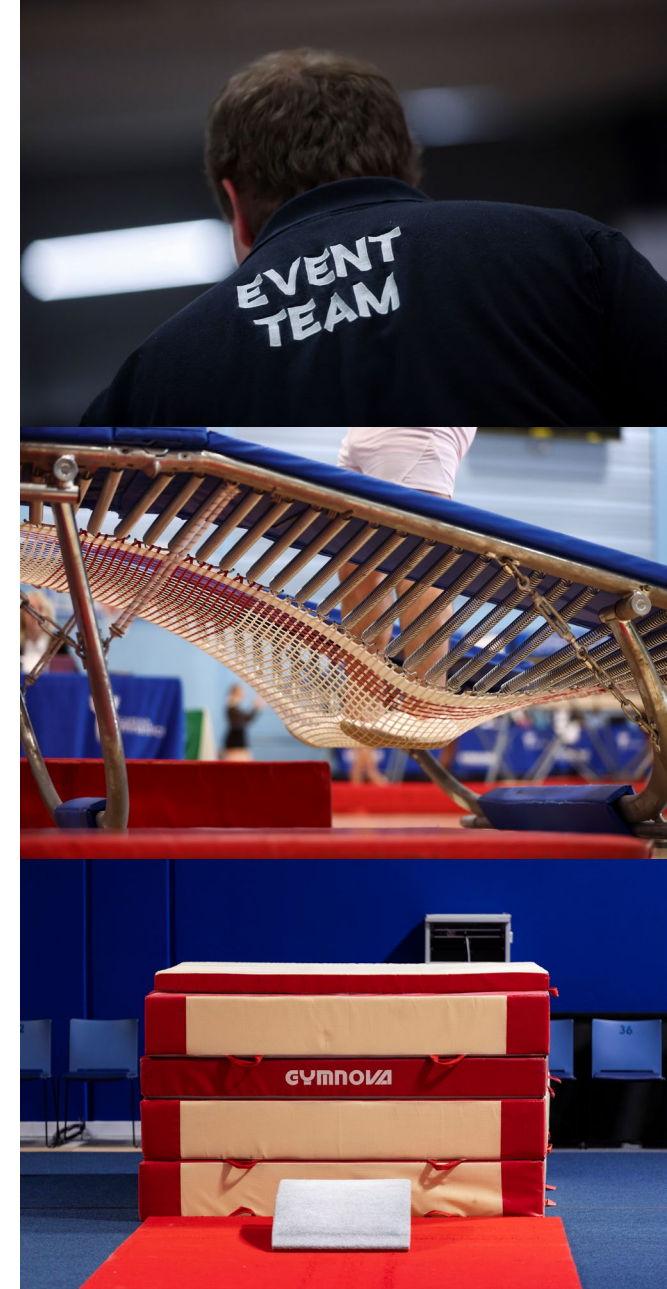
KEY RESPONSIBILITIES

EVENT PLANNING & LOGISTICS

- Lead on equipment management and maintenance plans for all Scottish Gymnastics owned/sponsored equipment, ensuring they remain compliant for competition use
- Lead on all logistical planning and implementation relating to equipment, transportation, set up and derig for events
- Support the event officers in venue set up requirements, floor plans and associated risk assessments for all events
- Recruit, develop and deploy a team of equipment contractors and equipment crew to support on all events set up and derig requirements
- Work closely with the Digital Services Manager to ensure scoring equipment, venue set up requirements and cabling is factored in appropriately to event planning
- In partnership with the Lead Manager, develop risk assessments for all Scottish Gymnastics events, ensure venue safety regulations are met, safeguarding provisions are protected and oversee on-site emergency procedures

FACILITY DEVELOPMENT

- Lead the development and implementation of a national facility strategy with a focus on increasing the number of dedicated club gymnastics facilities and improving the quality of existing facilities and their management
- Directly support club specific facility projects identified as priority projects for capital/facility funding to ensure strong governance, compliance, financial planning and health and safety requirements are embedded through planning to delivery phases
- Support SLT on the scope and drive of a national facility project plan for Scottish Gymnastics including chairing a project development forum and identifying key milestones to deliver against the plan



KEY RESPONSIBILITIES

COMMUNICATION

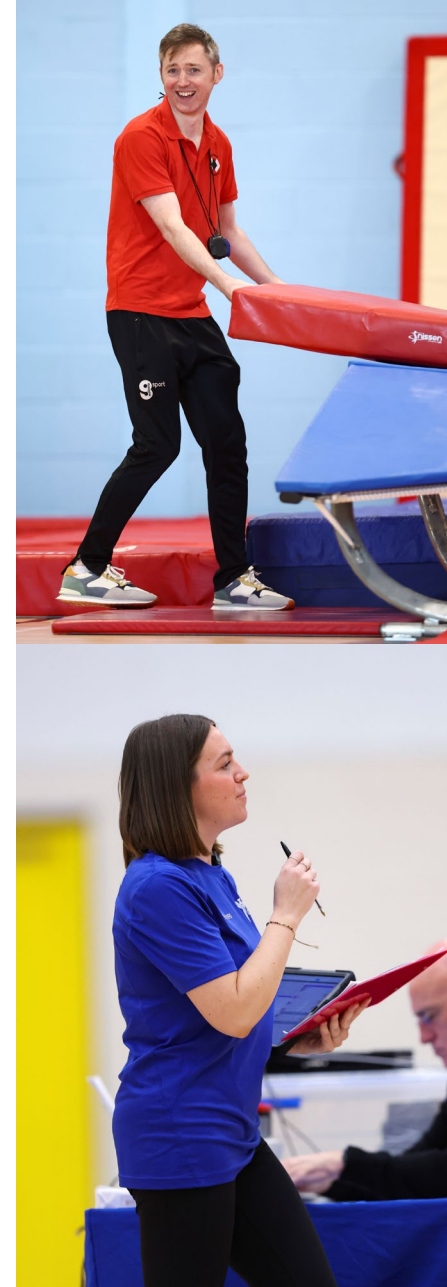
- Communicate and collaborate regularly with:
 - Scottish Gymnastics lead manager for events
 - Scottish Gymnastics wider staff teams and event contractors
 - Scottish Gymnastics technical committees and any associated working groups
 - Equipment sponsor
 - Key facility lead contacts
 - British Gymnastics and **sportscotland**
- Develop and maintain strong effective partnerships and relationships
- Represent Scottish Gymnastics at relevant Scottish, UK and regional events
- Attend Scottish Gymnastics meetings as appropriate

MOINTORING AND EVALUATING

- Provide regular monitoring and trend reports for senior leadership team, the board, and any other relevant body
- Work with colleagues in Scottish Gymnastics and **sportscotland** to establish a robust system for capturing and reporting data required for external agencies

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.



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KEY OBJECTIVES

1.0 MANAGE THE LOGISTICAL PLANNING AND DELIVERY OF ALL SCOTTISH GYMNASTICS EVENTS

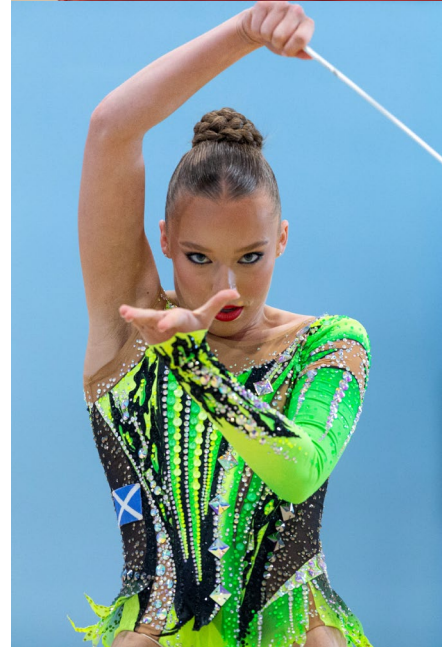
- Contribute to event organisation delivered by the events team for core Scottish Gymnastics events including Scottish championships across all disciplines, Gymfest and participation events
- Lead a team of equipment specialists and event crew to support the delivery of Scottish Gymnastics competitions and events, at all levels across all disciplines
- Manage an up-to-date inventory of all Scottish Gymnastics equipment used for events and competitions, and ensure it tracks condition, date of purchase and maintenance compliance measures
- Maintenance plans for all equipment are monitored and updated and coordinate annual servicing of equipment with Gymnova/GymAid
- Work with the lead manager to contribute to budget plans and management in relation to equipment requirements
- Act as the key liaison officer for Gymnova to manage events attendance, maintenance checks and equipment ordering in line with the sponsor agreement
- Work closely with the Systems & Digital Services Manager for scoring related equipment requirements, floor plans, storage and transport solutions
- Manage the supply and distribution of equipment including the relationship with Gymnova and key event venues (e.g. Ravenscraig regional sports facility, Glasgow International Arena, RPC Dundee, Caledonia Gladiators)



KEY OBJECTIVES

2.0 LEAD ON THE FACILITY DEVELOPMENT AND MANAGEMENT SERVICES FOR THE ORGANISATION TO REFLECT STRATEGIC PRIORITIES AND NEEDS OF OUR MEMBERS

- Lead on large development facility projects (capital projects), in addition to providing facility management and development solutions supporting club development managers to proactively support our clubs
- Lead on the national facility development plan for Scottish Gymnastics engaging with appropriate internal colleagues and external partners to scope out the project and appropriate timeline
- Support the Lead Manager Development & Education with membership growth and forecasting in line with facility development projects
- Support Lead Manager Development & Education with club development fund selection in line with national facilities plan and wider organisation strategy
- Support the development and implementation of the club framework
- Support the club development team in facility development guidance for clubs with aspirations for facility projects



PERSON SPECIFICATION

CRITERIA/ATTRIBUTES	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Educated to a degree level or able to demonstrate equivalent work experience and knowledge in event logistics or facility development	
SKILLS AND ABILITIES	▪ Strong problem-solving and decision-making skills, with the ability to organise and motivate others ▪ Strong communication, presentation and influencing skills across leadership and stakeholder settings ▪ A clear commitment to equality, diversity, inclusion, safeguarding and athlete welfare ▪ Able to manage a high-pressure workload ▪ Proven ability to lead and work collaboratively with external contractors ▪ Ability to work under pressure and prioritise workloads ▪ Ability to work with others with wide ranging views to solve constructively multi-dimensional problems, establishing and maintaining effective working relationships ▪ Proven ability to be proactive and work with minimal supervision ▪ Ability to demonstrate a methodical, organised, and flexible approach to work ▪ A team player with an open and consultative style and optimistic approach ▪ Have tact and diplomacy	

▪ The ability to create floor plans with/without design packages

PERSON SPECIFICATION

CRITERIA/ATTRIBUTES

ESSENTIAL

DESIRABLE

EXPERIENCE

- Experience of sporting event set up
- Experience of supporting budget management and delivery against measurable objectives
- Experience managing and directing contractors or a cross functional team to deliver against a common goal
- Track record of leading and sustaining partnership working
- Working as part of a team
- Customer care and quality control

- Experience of gymnastics events set up requirements and delivery

KNOWLEDGE

- Knowledge of event management
- Knowledge of facility development and the pillars of developing a facilities strategy
- Knowledge of health and safety legislation, including risk assessments and safeguarding for children’s sporting events
- Knowledge of Microsoft Office products

- Knowledge of the gymnastics equipment and set up for multiple disciplines
- Knowledge of gymnastics events operations
- Knowledge of gymnastics facilities

PERSON SPECIFICATION

CRITERIA/ATTRIBUTES

ESSENTIAL

PERSONAL QUALITIES

- Have integrity, drive, enthusiasm and initiative
- Ability to offer creative solutions to situations
- A team player
- Commitment to the development of gymnastics
- Commitment to ongoing professional development

OTHER REQUIREMENTS

- Ability to travel across Scotland and work occasional evenings or weekends
- Satisfactory PVG Scheme Membership
- Full UK driving licence and access to a vehicle

APPLICATION DETAILS

APPLY

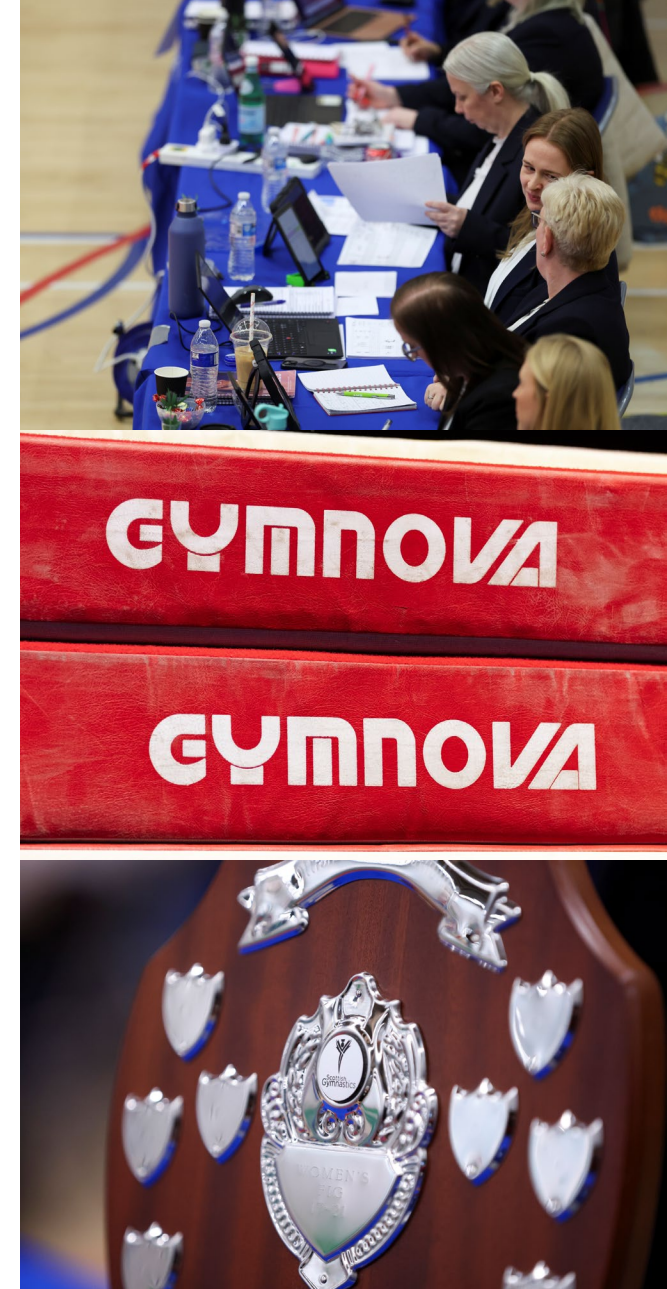
Scottish Gymnastics is an equal opportunities employer and welcomes applications from a diverse range of candidates, regardless of age, gender, ethnicity, sexual orientation, faith, or disability.

If you think you are right for this opportunity and this role excites you, please send a letter of application outlining your experience, along with a copy of your CV to HR@scottishgymnastics.org to arrive no later than 5pm on Wednesday 9 September.

If you would like an informal chat about the role, please contact Sam Hendrikson, head of sport, on 07825 300 787 or email sam.hendrikson@scottishgymnastics.org.

RECRUITMENT TIMELINE

- 5pm on Wednesday 9 September: closing date for applications
- Wednesday 16 September 2026: in-person interviews (Edinburgh)



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

