



SCOTTISH GYMNASTICS

Head of Wellbeing and Safe Sport

RECRUITMENT PACK



WELCOME FROM DOC MCKELVEY, CEO OF SCOTTISH GYMNASTICS

Thank you for your interest in becoming the next Head of Wellbeing & Safe Sport at Scottish Gymnastics.

Over recent years, we have undergone a significant and intentional transformation in how we lead, support and deliver safe sport across the Scottish gymnastics' community. Through major investment in expanding our wellbeing and safe sport team, strengthening our safe sport foundations, and deepening our partnerships with member clubs, we have built a proactive, values-led approach that aims to place people, rights and wellbeing at the centre of everything we do.

Our My Voice Matters framework has been central to and guides our work through the principles of; values-led, people-centred, prevention first, involve others and longterm impact and ensures that the voices of members, whether gymnasts, parents and carers or coaches genuinely shape our work. This commitment runs through our wider organisational strategy, Leap Without Limits, where wellbeing and safe sport is a golden thread that guides our actions, decisions and ambitions.

We are proud to be recognised as a sector leader in Scottish sport for our work in this area. From creating a dedicated board sub-committee with expert independent members, to establishing positive club support programmes such as our safe sport club visits and club portal. Our ambition is to continue to raise standards across the sport while supporting our clubs to embed inclusive, supportive and aspirational environments where every gymnast can thrive.

This makes the role of Head of Wellbeing & Safe Sport a pivotal appointment for Scottish Gymnastics. You will join our senior leadership team at an exciting and influential time as we shape our next phase of development and ensuring that safeguarding, wellbeing and member voice remain central to our vision of an uplifting gymnastics experience for all.

If you share our belief that safe sport is not just a requirement but a responsibility and a powerful driver of positive sport, then we would be delighted to hear from you.



Doc McKelvey
Chief Executive Officer

A handwritten signature in black ink, which appears to read 'Doc McKelvey'. The signature is stylized and fluid, with a large loop at the end.

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



INCLUSIVE | SUPPORTIVE | ASPIRATIONAL



INCLUSIVE | SUPPORTIVE | ASPIRATIONAL

THE ROLE

STATUS

Full time

RESPONSIBLE TO

Chief Executive Officer

RESPONSIBLE FOR

Wellbeing & Safe Sport Team (manager, 2x officers, administrator, contractors)

BASE LOCATION

Craiglockhart Tennis Centre, Edinburgh
Hybrid role includes working two days a week in the office

SALARY

circa £50,000 plus benefits, depending on experience

ROLE SUMMARY

The head of wellbeing & safe sport provides strategic, cultural and operational leadership to ensure that wellbeing and safe sport are embedded as golden threads throughout Scottish Gymnastics. The role leads the delivery of the My Voice Matters safe sport strategic framework shaping a rights based, person-centred, preventative approach to safeguarding that ensures every child, young person and adult at risk feels safe, heard, valued and able to thrive.

Acting as the organisation's senior subject matter expert, the role drives culture change, system reform, cross organisation integration, and sector leading practice across clubs, programmes, pathways and partnerships. This position ensures that all decisions, environments and relationships across Scottish Gymnastics uphold our values of being inclusive, supportive and aspirational, and promote the conditions where positive practice is expected, misconduct is challenged, and abuse is never tolerated.

MY VOICE MATTERS



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KEY RESPONSIBILITIES

STRATEGIC LEADERSHIP

- Lead the ongoing development, implementation and evolution of My Voice Matters, integrating its principles into all areas of Scottish Gymnastics' work.
- Champion safe sport as a cultural priority and influence organisational direction, policy formation and strategic planning.
- Embed a values-led, people-centred, preventative, collaborative and long-term approach throughout staff, clubs, volunteers and partners.
- Drive system, practice and cultural change across the sport, ensuring alignment with national frameworks such as the Standards for Child Wellbeing & Protection in Sport and GIRFEC.

GOVERNANCE, ASSURANCE & COMPLIANCE

- Serve as the senior safeguarding lead providing expert oversight, risk management, policy leadership and assurance to the CEO, Board and Wellbeing & Protection Committee.
- Ensure robust systems for reporting, capturing, analysing and responding to concerns, complaints, disclosures and disciplinary matters.
- Maintain and strengthen compliance with relevant legislation, safeguarding standards, ministerial codes and PVG/disclosure requirements.
- Oversee effective and transparent conduct-in-sport processes that respect and protect all parties.



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KEY RESPONSIBILITIES

PEOPLE & STAKEHOLDER LEADERSHIP

- Build strong trust-based relationships with clubs, parents, gymnasts, safeguarding officers, volunteers and partner agencies.
- Lead national campaigns and communications to raise awareness, build confidence and empower individuals to speak up and seek help.
- Work collaboratively with British Gymnastics and the home nations to ensure a united safe sport approach across the UK.
- Ensure meaningful participation for children, young people and adults at risk, empowering them to influence decisions, share experiences, and shape safe sport activity.

INSIGHTS, LEARNING & IMPACT

- Develop a strong insight and learning function that captures themes, trends and lived experiences across the system.
- Translate insight into improved preventative actions, guidance, training and system design.
- Provide high-quality reports and recommendations to the board, committees and external stakeholders, demonstrating progress and continuous improvement.



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KEY RESPONSIBILITIES

OPERATIONAL DELIVERY & SYSTEM DEVELOPMENT

- Lead the development and continual improvement of safe sport systems, resources, processes, guidelines and digital tools.
- Deliver a nationwide programme of wellbeing and safe sport support visits, performance programme interventions and club development activity.
- Oversee the delivery of education programmes, safeguarding officer training, CPD, resources and the annual symposium.
- Drive proactive risk identification, early intervention measures and holistic support mechanisms across all gymnastics environments.

TEAM LEADERSHIP

- Lead, coach and develop the wellbeing & safe sport team to deliver a high-performing, collaborative and person-centred service.
- Model positive leadership behaviours aligned to our values and principles.
- Ensure the team has the capability, capacity and resources to deliver Scotland-wide impact.

OTHER DUTIES

This job description outlines the key elements of the role. Responsibilities may evolve to align with organisational needs and the ongoing development of **My Voice Matters** and **Leap Without Limits**. Flexibility and adaptability are expected of the post holder.



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PERSON SPECIFICATION

CRITERIA/ATTRIBUTES

ESSENTIAL

QUALIFICATIONS

Degree or equivalent relevant work experience in child protection, safeguarding, safety or similar discipline

SKILLS AND ABILITIES

- Ability to motivate, provide direction and influence
- Strong leadership skills to inspire the team and achieve results
- Excellent interpersonal, communication and presentation skills
- Effective advocate and negotiator
- Ability to develop strong, effective working relationships with Scottish Gymnastics clubs, members and key partners
- Well-developed analytical, problem solving and decision-making skills
- Growth mind-set
- Embrace change and able to support colleagues/volunteers to adapt to change
- Proven ability to be proactive and work with minimal supervision
- Ability to prioritise workload and manage time effectively
- Act with integrity and appreciate the need for confidentiality
- Competent IT skills using Microsoft suite and SharePoint

PERSON SPECIFICATION

CRITERIA/ATTRIBUTES

ESSENTIAL

KNOWLEDGE AND EXPERIENCE

- Experience within a safeguarding, child protection or equivalent role
- Operational and management experience in safeguarding environment
- Comprehensive knowledge of safeguarding legislation, policy, procedure, application, and best practice guidance
- Experience of dealing with child protection and safeguarding cases/issues
- Experience of carrying out investigations and preparing reports
- Experience of attending hearings
- Experience in conflict resolution, dealing with sensitive issues and working in a highly confidential environment
- Experience of managing projects
- Proven experience in strategic planning in a business or sporting environment
- Experience developing and implementing business plans with successful outcomes
- Proven expertise in effective cross-functional working

PERSONAL QUALITIES

- A willingness to challenge opinion, where necessary, and to drive the child protection agenda
- The confidence and good judgment to manage situations relating to the poor conduct/behaviour of others towards a child
- Commitment to a child-centred approach to safeguarding
- Commitment to equality, inclusion and diversity
- Commitment to ongoing professional development

OTHER REQUIREMENTS

- Ability to work some weekends and evenings
- Satisfactory PVG scheme membership
- Current driving licence

DESIRABLE

- Knowledge of the Standards for Child Wellbeing and Protection in Sport
- Experience working within a sporting organisation
- Experience working with volunteers
- Experience of sports hearings
- Experience in the public or charitable sector

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.

Candidates should email a letter of application highlighting your motivation for the post and relevant experience, along with CV to hr@scottishgymnastics.org by Monday 27 April 2026.

For a confidential discussion about the role please email CEO Doc McKelvey at doc.mckelvey@scottishgymnastics.org to arrange a suitable time to discuss the role further or call Doc on 07500 049 603.

RECRUITMENT TIMELINE

- Monday 27 April 2026: closing date for applications
- Thursday 7 May 2026: in-person interviews (Edinburgh)





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