

## Job Description

**Job Title:** National Development Officer  
**Location:** Scotland (flexible based, in and around partner offices as required)  
**Salary:** £23,000 - £25,000 (Full-time) Plus car

Scottish Motor Sports (SMS) are seeking a National Development Officer (NDO) to work with us on the completion of our 2016-2020 strategy and assist in the development of our new strategy through the 2020 – 2024 funding cycle. Reporting to our National Development Manager (NDM), the role will primarily revolve around club development and the implementation of key initiatives that seek to increase and retain participation in motorsport.

## About SMS

Scottish Motor Sports was established in 2011 as a collaboration between the bodies that govern two and four wheel motor sport; the Scottish Auto Cycle Union (SACU) and the Motor Sports Association, now known as Motorsport UK.

Through taking this new collaborative approach, the initial objectives were to create an alignment within the Scottish motor sport community that enabled SMS to speak with one voice - for all two and four wheel motor sport - and represent the best interests of the whole sport to Government, authorised agencies and legislators.

The first three years of this funding cycle have delivered some significant outcomes benefitting many areas of our sports. The NDO will be responsible for continuing this rollout of the current strategy whilst working to expand the reach of motor sport. They will work with the managing partners and committee members within the guidelines set by the NDM as we develop the new strategy that will take the organisation through to the 2020 – 2024 funding cycle.

The current focus will continue, on and around delivering our KPI's, maintaining the emphasis on making grass roots disciplines more visible and accessible, continuing the focus in the higher and further education sector, where we will look to develop the existing club network and competition structures. The NDO will also work to deliver a positive coaching culture within Scottish motor sport by expanding our existing network of Motorsport UK coaches and developing a new SACU coaching solution.

## Main purpose of the Role

The National Development Officer will play an integral role in the continued delivery of the 2016-2020 strategy and in supporting the National Development Manager. The role will be focussed around club development and the delivery of initiatives that aim to increase participation in grass roots motor sports. They will assist in delivering a new strategy as we move into our new funding cycle.

## Key responsibilities:

- Work in partnership with designated governing bodies, two and four wheel clubs to deliver motor sport 'taster session' events that aim to encourage new people to try motor sports of all disciplines
- Support clubs with the development and implementation of their own development plans.
- Build relationships within Higher and Further Education institutions to support the creation of new student motorsport clubs
- Work closely with the National Development Manager to increase and develop the coaching workforce in Scotland
- Provide progress reports where required, plus recommendations for future improvement
- Act as a conduit between the clubs and the governing bodies, for development issues, to ensure the best interests of the clubs are communicated.

**General responsibilities include:**

- Work with the National Development Manager to develop the team culture across the partner organisations
- Support the development of SACU and Motorsport UK performance structures, as delegated
- Other duties related to the post of National Development Officer as may be delegated
- Contribute as appropriate to the website, social media channels and other publications.

**Candidate Specification**

The successful candidate will share our passion and vision for developing motor sport in Scotland. The candidate must demonstrate that they can meet the following specifications:

<b>FACTOR</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A relevant qualification in a related field or a minimum of 1 years sports development experience</li> </ul>	<ul style="list-style-type: none"> <li>• A degree in sports development or equivalent</li> <li>• Sports coaching qualifications</li> </ul>
<b>Work / other experience (employment or voluntary)</b>	<ul style="list-style-type: none"> <li>• Proven experience of delivering projects and events</li> <li>• Proven experience of managing and working with volunteers</li> </ul> <p>Knowledge and understanding of National and Local Authority Sports development structures</p>	<ul style="list-style-type: none"> <li>• Strong knowledge of the process of sports development</li> <li>• Experience and/or strong interest of motorsport and motorsport clubs</li> <li>• Experience and/or interest in student sport</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Proven team working and decision-making skills</li> <li>• Excellent interpersonal and communication skills</li> <li>• Be an active listener</li> <li>• Excellent organisational and planning skills</li> <li>• Strong IT skills across Microsoft packages</li> <li>• Strong knowledge of the use and benefits of social media</li> <li>• Full UK Driving Licence</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to influence and negotiate with different levels of key stakeholders</li> </ul>
<b>Disposition and personal qualities</b>	<ul style="list-style-type: none"> <li>• Proven ability to be proactive, work with limited supervision and have a can do/will do attitude.</li> </ul>	
<b>Special Aptitude</b>	<ul style="list-style-type: none"> <li>• A commitment to on-going professional development.</li> <li>• Ability to work antisocial hours (weekends and evenings when required)</li> </ul>	