



PARA-SPORTS DEVELOPMENT OFFICER

VACANCY LISTED: 28 APRIL 2021



JOB TITLE

Para-Sports Development Officer.

REPORTABLE TO

Head of Community Development.

HOURS OF WORK

35 hours per week.

SALARY

£17,654 - £19,396.

CONTRACT TYPE

Permanent contract.

OVERVIEW

Dundee United Community Trust launched in 2017 and is the multi award-winning Official Charity of Dundee United Football Club. The vision for the Trust is to be the most innovative and impactful community trust of its kind in Scotland, recognised as a key player in sport and community development locally and a strong example of best practice in sport for change. Our mission is to work with Dundee United Football Club to improve the lives of people in Dundee and the surrounding areas. The Trust has four strategic pillars: Healthy Lifestyles, Lifelong Learning, Sport for All and Uniting the Community.

AWARDS & RECOGNITION

[Best Community Football for All Project](#) - 2019 Scottish FA East Region Awards.

[Best Professional Club in the Community](#) - 2019 Scottish FA Grassroots Awards.

[Good Governance Award](#) - the Quality Standard for Scottish charities.

[Best Para-Football Project](#) - 2020 Scottish FA East Region Awards.

[Best Professional Football Club \(Bronze Award\)](#) - 2020 UEFA Grassroots Awards.

USEFUL LINKS

[Dundee United Community Trust 2020-2025 Strategy.](#)

[Dundee United Para-Football Club 2019-2020 Impact Report.](#)

[Dundee United Community Trust 2020 Annual Report.](#)

PURPOSE OF THE JOB

The post holder will continue to drive forward the development of football opportunities and sport related activities for children and adults living with a disability within Dundee and the surrounding areas. A key part of the role will be working alongside staff and pupils at Kingspark School, the largest ASN school in Tayside, to grow the number of opportunities for pupils to take part in curricular and extra-curricular sport, strengthen the link between school sport and community sport, and support the transition of upper school pupils through our creative curricular enrichment and employability activities. The post holder will deliver high quality coaching sessions within Dundee United Para-Sports Club (DUPSC) and be an extremely positive role model to all participants.

OBJECTIVES

- Take the lead in developing, organising, planning, promoting, and delivering new and existing opportunities for people living with a disability to take part in sport and physical activity under the banner of Dundee United Para-Sports Club.
- Increase the opportunities for groups typically under-represented in sports to get involved in and stay involved in sport either as a player, coach, volunteer, or ambassador.
- Promote each of the Trust's four strategic pillars.
- Complete all necessary monitoring, evaluation and reporting required.
- Promote the work of Dundee United Community Trust and ensure positive media is achieved through internal and external media sources.
- Work to the project budget, develop funding streams, and deliver fundraising activities to support the development of DUPSC.
- Recruit and mentor volunteers.
- Undertake the safe delivery of sports activities to current governing body standards and codes of practice.
- Ensure COVID and health and safety guidelines are adhered to.
- Work with new and existing partners.
- Proactively participate in training and development opportunities, staff performance appraisals and reviews as required.
- Maintain all relevant equipment.
- Work closely with Trust staff members.
- Manage the DUPSC social media channels and contribute to the Trust's main social media channels.
- Undertake any other duties the job may require.

KEY SKILLS & EXPERIENCE REQUIRED

The successful post holder should:

- Have experience of working with and engaging people living with a disability in a coaching environment.
- Have a commitment to equality in sport.
- Always represent Dundee United Community Trust in a professional manner.
- Hold a minimum coaching qualification of level 1.3 in the Scottish FA's Children's Pathway. Additional qualifications in other sports are desired however not essential as training can be provided.
- Have successfully completed relevant para-sports coaching courses and disability inclusion training or be prepared to undertake these courses.
- Hold a recognised and up to date first aid qualification or be prepared to complete the course.
- Complete the Scottish FA's Managing Children's Wellbeing course.
- A relevant degree is desirable however experience of sports/football development is essential.
- Be able to work strategically with key partners to meet KPIs.
- Be able to motivate individuals.
- Hold a current and full driving licence and have access to a vehicle.
- Have excellent verbal and written communication skills.
- Have excellent organisational skills and a strong understanding of the Microsoft Office package.
- Be able to work as part of a team and to demonstrate the use of own initiative.

APPLICATION PROCESS

Those wishing to apply for the role of Para-Sports Development Officer should send their CV and a covering letter detailing why you would be a suitable candidate to paul.wilson@dundeeunitedct.co.uk. The deadline for applying is 12pm on Friday 7 May 2021. Interviews will take place on Microsoft Teams on Wednesday 12 and Thursday 13 May 2021. Should you wish to discuss this position further please contact Paul Wilson, Head of Community Development, on 07943 887 342. Please note that any job offer will be subject to satisfactory references and enhanced PVG Scotland checks prior to the commencement of the role.