



BORDERS CURLING DEVELOPMENT OFFICER
15 hours per week / 35 weeks per year (September to April inclusive)

£19 000 per annum pro-rata

Fixed Term Contract til 31st March 2015

The Royal Caledonian Curling Club, in partnership with Border Ice Rink Ltd, Border Ice Rink Club and Border Curling Development Group is looking to employ a part-time Curling Development Officer to be based at Border Ice Rink, Kelso.

The Curling Development Officer will be responsible for ensuring that all areas of the Scottish Borders have the opportunity to participate in curling at every level.

They will develop the existing development programme and provide a quality environment for all who participate.

This is an excellent opportunity for curling in the Scottish Borders. Knowledge of curling/coaching is an advantage and a leisure/recreation qualification would be desirable.

Closing date for applications: Friday 7th March 2014

Application Form from: Judith McCleary
R.C.C.C
Cairnie House
Ingliston Showground
Newbridge, Midlothian
Edinburgh, EH28 8NB
Tel: 0131 333 3003

Or you can download the information from www.royalcaledoniancurlingclub.org

For an informal discussion regarding this post please contact Judith McCleary, Development Manager at the above number or 07725 162 961.

ROYAL CALEDONIAN CURLING CLUB

Section A

JOB DESCRIPTION

The job description may be amended from time to time, following consultation, to reflect the job requirements and service provision.

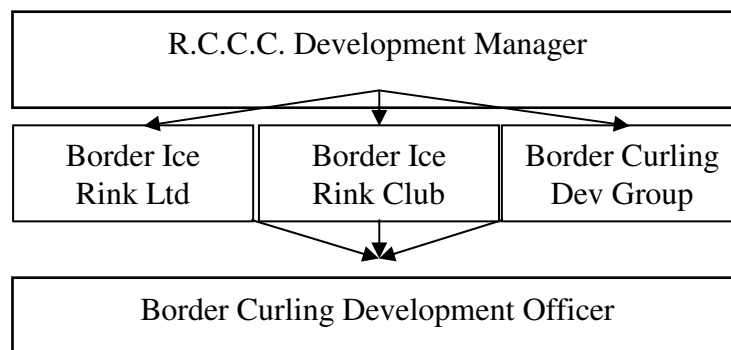
Post Title **Borders Curling Development Officer**

Location: **Border Ice Rink, Kelso**

Reports to: **Development Manager (R.C.C.C.)**

Section B

ORGANISATIONAL RELATIONSHIP



Section C

PRINCIPAL PURPOSE AND OBJECTIVES

To be responsible in ensuring that all areas of the community have the opportunity to participate in curling at all levels within the Scottish Borders.

To develop programmes to recruit new participants into the sport and to support existing clubs and members.

Section D

MAIN DUTIES & RESPONSIBILITIES

The key functions of this post are to develop, implement & update the local curling development plan in conjunction with the key partners.

The key areas of the post are:

- To produce an annual Action Plan in conjunction with the funding partners
- To deliver the agreed actions and provide regular updates for monitoring purposes
- To provide coaching & training to all existing and potential user groups
- To recruit new coaches and ensure a core group of coaches is established to work at all levels
- To expand and develop the 'Curling's Cool' junior programme and further develop links with Border Council Active Schools team and secondary schools to allow a pathway for progression.
- To co-ordinate 'Try Curling' taster sessions and beginners courses to recruit adults into the game.
- To establish a supportive culture for individuals through effective club structures
- To attend Curling Development Officer Meetings led by Royal Caledonian Curling Club
- To market and promote corporate curling days to potential customers and local businesses

In addition the following areas will be covered:

- Establish pathways into and through the sport to support lifelong participation
- Assist with the organisation and promotion of local competitions
- Ensure compliance with health & safety regulations and legislation relating to working with children
- Ensure that all sessions involving coaches are both safe and structured
- Identify and develop curling talent and create the opportunity for ice rink, regional and national representation to lead to world class performance
- Liaise and maintain an effective relationship with all groups, organisations and individuals

This list is not exhaustive and you may be called on to perform other tasks deemed necessary.

Section E

COMMUNICATIONS

Internal:	R.C.C.C. Development Manager Border Ice Rink Manager
External:	Ice Rink Staff, Community Groups Members of the public, voluntary organisations Coaches/teachers, local/national sporting or local clubs

Section F
DEMANDS

- Ability to transmit information in a wide range of environments
- Written, oral and computing reporting
- Presentation skills
- Proven ability to complete tasks
- Ability to use initiative
- Proven ability to plan and organise
- Proven ability to set targets then monitor and evaluate
- Proven experience of working to and monitoring allocated budgets
- Event and project development and management
- Motivation: self and others
- The setting and maintenance of high performance standards
- Ability to drive and full licence.

Section G
WORKING ENVIRONMENT

Requirement to work evenings and weekends where necessary.

Section H
KNOWLEDGE, SKILLS and EXPERIENCE

- Knowledge and experience of sports development preferred but not essential.
- Relevant qualification i.e. coaching.