

Index	332/LCSHC/SAC
Post Title	Lead Club & Community Sport Coordinator
Division	Sport and Active Communities
Section	Community Sport
Location	Company HQ

Responsible to	Community Sport Manager
Responsible for	All immediate reporting staff, external and agency staff and volunteers

Job Purpose

- 1 To manage and develop the Community Sport Hubs (CSH's) programme and support increased equality, diversity and inclusion opportunities available within CSH's and their member clubs.
- 2 To support and develop Aberdeen City's network of sports clubs and associations to increase participation (particularly from more diverse communities), grow membership and improve long-term sustainability.

General Responsibilities

- 2 Ensure the effective management and utilisation of the financial resources, in line with the Company's financial regulations.
- 3 Be aware of and committed to the equal opportunities principles and practices of the company.
- 4 Employees are responsible for the implementation of the Health and Safety Policy in so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the Health and Safety arrangements to ensure these are implemented and developed as necessary.
- 5 Effectively recruit, deploy and manage any nominated staff, full or part-time, and volunteers, providing appropriate training to enable the team to deliver the various initiatives promoted by Sport Aberdeen and/or key partners.

Role Specific Responsibilities

- 6 Manage and develop CSH's and other club development projects to maximise the opportunities to support clubs and hubs reach their potential.
- 7 Engage with sports clubs to identify their needs and provide direct support to ensure they are strong, sustainable, safe and inclusive organisations.
- 8 Support the development, monitoring and meeting of KPI's and agreed outcomes within the club and CSH network.
- 9 Develop and manage positive relationships and work in partnership with SportsScotland, relevant national governing body partners, Clubsport Aberdeen, delivery partners including sports clubs, and other partner organisations.
- 10 Develop and support an ethos, programmes and events that focus on equality, diversity and inclusion within club development and CSH programme as per the agreed outcomes of Scotland's supplementary funding agreement.

- 11 Support the development and delivery of city-wide generic and sports-specific strategies.
- 12 Support the development and integration of SportScotland’s Meeting Community Need Approach into the work of the Community Sport Team, the Sport and Active Communities Department and other Sport Aberdeen departments.
- 13 Provide clear direction and support to employees within the Community Sport Team so they are fully equipped to deliver a quality service promoting a culture of continuous organisational improvement and strong internal and external customer focus.
- 14 Prepare reports and documents on team performance, future planning and development as well as contribution to policy development and service improvements.
- 15 Maintain effective channels of communication and teamwork within the CSH’s Team and across the wider company departments.

Methods of Working Expectations

The post holder will be expected to:

- 16 Adopt a participative and collaborative style of working, underpinned by strong interpersonal skills that ensure effective teamwork with partner’s stakeholders and colleagues.
- 17 Be expected to exhibit the highest standards of professional behaviour, creating effective working relationships with the voluntary sector based on mutual trust and respect.
- 18 Use appropriate management information systems, maintain confidentiality and observe data protection guidelines.
- 19 Work with information technology and associated systems, and where appropriate, existing technology arrangements and consultative procedures will be applied in accordance with Company policies.
- 20 Undertake appropriate training associated with the duties of the post.

General Conditions

- 21 The full-time working week is 37 hours. A flexible approach to working is required [time off in lieu (T.O.I.L) system is in operation].

Your hours of work may be carried out in line with a shift pattern in operation for the establishment to which you are allocated and may include early morning, evening, night and week-end work. The detail of the shift rota and your working pattern will be supplied to your line manager.

- 22 A car mileage user allowance is payable [if using your vehicle for work purposes you must have insurance for business use].
- 23 The Company operates a no-smoking policy.
- 24 The job description is a representative document. The duties of the post can be varied provided they remain commensurate with the level of responsibility.

Prepared/Updated by	Mark Pain – Community Sport Manager	April 2026
Approved by	Nickie Scorgie - Head of Human Resources & Organisational Development	April 2026
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