

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

\* Candidate's suitability will be measured by assessment in the following ways:

**A** – Application: **I** – Interview: **R** – References: **X** - Interview Exercise(s)

		Essential	Desirable	Assessment
<b>Experience</b>				
1	Successfully working within and delivering sports development initiatives / programmes	X		A I
2	Proven project management experience	X		A I
3	Successfully working collaboratively across teams and with external partners, including sports clubs and voluntary sector organisations		X	A I
4	Management of staff, including recruitment, supervision, workload planning and performance management	X		A I
5	Physical activity planning and knowledge of strategic sports development planning	X		A I
6	Financial management including budget preparation, monitoring and reporting against targets		X	A I
<b>Knowledge</b>				
7	Clearly demonstrate knowledge and understanding of the aims of the Community Sports Hubs Network	X		A I
8	Clear understanding of the benefits that physical activity and sport can bring to all	X		A I
9	Sports development & equality, diversity and inclusion initiatives including participation pathways, coach education, club development, volunteering, external funding streams and safeguarding of children and vulnerable adults		X	A I
10	Clear understanding of <b>sportscotland's</b> Meeting Community Need approach		X	A I
<b>Skills and Abilities</b>				
11	Good communication skills in all formats		X	I R
12	Effective team worker	X		I R
13	Self-motivated	X		I R
14	Excellent leadership and advocacy	X		I R
15	Ability to prioritise tasks and work on own initiative	X		I R
16	ICT including Microsoft 365 and its associate applications	X		A

17	Ability to engage with key partners, whilst maintaining good working relationships.	X		A I
18	Ability to coordinate and bring together all elements of the Community Sport programme		X	A I
<b>Attributes</b>				
19	Enthusiastic with a positive (can-do) attitude	X		I R
20	Confident		X	I R
21	Adaptable		X	I X
22	Effective at influencing, persuading and negotiating	X		I X
23	Personal resilience and able to cope and work under pressure		X	I
24	Value and promote equality and diversity	X		A I
<b>Qualifications and Training</b>				
25	College/university qualification in a subject relevant to the post and / or relevant work experience	X		A
26	Ongoing CPD		X	A I
27	Willingness to undertake training/accreditation required for job role		X	I
28	Full driving licence and regular access to a car for travelling between the company's locations on a regular basis.	X		A
<b>Other</b>				
29	The job may involve some evening and occasional weekend working	X		I
30	PVG membership for Regulated Work with Children and Protected Adults or willingness to be obtain prior to a formal offer of employment	X		A/I

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