

## Job Description and Person Specification

<b>Job title:</b>	Development Officer
<b>Salary:</b>	£11,000 per annum (2 days per week), plus pension and benefits
<b>Location:</b>	Flexible working (including requirement to work at Lost Shore Surf Resort, Ratho)
<b>Reports to:</b>	Sport Operations Manager
<b>Employment:</b>	Part time, fixed term (to March 2026)

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### Who are we?

Formed in 1975 the Scottish Surfing Federation (Caidreachas Surfadh na h-Alba) is a membership organisation and the National Governing Body for the sport in Scotland. We oversee participation, progression and performance across all our disciplines (short boarding, knee boarding, long boarding, body boarding, skim boarding, tandem surfing, tow in surfing, standup paddleboarding, body surfing and all forms of para and adaptive surfing). As a registered charity, we also play a wider role in promoting water safety, improving conditions of life and in protecting our natural environment

Our core purpose is to positively impact lives through our sport.

### What's happening in surfing?

The Scottish Surfing Federation (SSF) has grown over recent years as the sport of surfing has entered its Olympic era following its debut in Tokyo 2021 and will feature in Paris 2024, Los Angeles in 2028 and Brisbane in 2032.

Closer to home, Scotland will open the Lost Shore resort, the largest inland wave pool within Northern Europe and at £56 Million build cost over a 60-acre site, the largest capital investment of any sporting complex in the last 10 years since the construction of the Commonwealth Arena and Sir Chris Hoy Velodrome.

We aspire to build on these national and international opportunities with sustainable and managed growth of the sport with our partners across multiple areas (tourism, economy, research and development etc) for the wider benefit of our surfing communities.

### Why join us?

This is an unprecedented time of opportunity for surfing in Scotland and we are looking for fantastic people to help shape our journey. The position of SSF Development Officer is a brand-new post and will be critical in assisting us deliver against expectations as we rapidly grow and develop the organisation and the sport.

Opportunity brings change, and we fully expect that this role will also evolve over a short timeframe. This means that the successful candidate will need to be flexible in their approach, but it also provides a fantastic opportunity to make this role their own.

The role will include a broad range of experiences and responsibilities, from competitions & events, coach & volunteer development, to engaging communications. We don't expect anyone to be an expert across all these areas, but we are looking for someone who will relish the challenge and opportunities that this role will bring.

### What is the role?

The role is only the fourth role in our organisation, after our Chief Executive Officer (Paul Stark), Sport Operations Manager (Mark Boyd) and Head Junior Coach (Craig Sutherland). This role will be the focal point for coordinating SSF and partner activities (projects, events, competitions & training courses) at the Lost Shore Surf Resort, the role will report to the Sport Operations Manager and will include the following responsibilities:

## Club and Volunteer Development

- Positively grow the membership base by developing, coordinating and delivering agreed projects and activities with the Lost Shore Surf Resort, partners and stakeholders to target initial participation and SSF membership as well as promoting re-occurring participation beyond first touch.
- Engage with key demographics to increase the number and diversity of people positively impacted by the sport.
- Engage with partners and stakeholders to develop capacity and capability within the sport, ensuring inclusive opportunities at all levels.
- Recruit, retain and increase the number of qualified volunteers, coaches and officials involved the sport and providing ongoing support to those individuals through a quality programme of professional development opportunities.
- Provide a point of contact for members, clubs, surf schools, the Lost Shore staff, coaches, officials, volunteers and respond to and progress enquiries as appropriate.
- Manage the SSF membership system (JustGo).

## Events and Competitions

- Establish, develop and maintain positive partnerships and relationships with the Scottish surfing community, working closely with Lost Shore Surf Resort as well as relevant surf schools, clubs and Local Authority Active Schools and Sports Development teams to support the development of a participation pathway and competitions offering.
- Work with the SSF team, the Lost Shore team and the Scottish surfing community to plan a national calendar of events, on an annual basis, across all disciplines.
- Act as focal point for the coordination of Lost Shore Events, competitions, and training courses.
- Support the organisation and delivery of local and national domestic events, competitions and training courses.
- With the Sport Operation Manager, review the events schedule to identify additional opportunities or to consider improvements or adaptations for future events.

## Communications

- Work with the SSF team and external partners to develop and execute digital communication strategies to promote the SSFs sporting and charitable activities, events and initiatives.
- Ensure the organisation's website is up-to-date, relevant and visually appealing providing a seamless user experience.
- Implement a content strategy for the SSFs social media channels, including Facebook, Instagram, Vimeo and YouTube, ensuring alignment with content priorities whilst adhering to brand and content guidelines.
- Produce compelling written and visual content, including copy, photos, videos and animations to drive engagement and support strategic communication goals.
- Collaborate with internal stakeholders, subject matter experts and external partners to create material tailored to target audiences.
- Engage with the online surfing community, and respond to feedback, questions and comments on social media channels.

## Other

- Engage in a professional development programme and attend training opportunities, as agreed with the Sport Operations Manager.
- Ensure any delegated project budgets are managed and escalated appropriately.
- Contribute to operational meetings and summarise activities for Board papers and reports.
- Identify funding sources and submit applications to support the delivery of key programmes and activities at a local and national level.
- Work with the SSF Board, Committees and Working Groups, as appropriate, to ensure the delivery of agreed outcomes.
- Comply with all SSF policies and ensure all activities are delivered safely, supported by the production of risk assessments/PVG checks, as appropriate.
- Travel across Scotland and overnight accommodation may be required as part of this role.

## Person Specification

Area	Essential	Desirable
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• SQA National 5 or equivalent in English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to HNC, HND or Degree Level</li> <li>• Graphic design, image and video editing skills.</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Excellent copywriting and proofreading skills</li> <li>• Highly developed communication and interpersonal skills.</li> <li>• Proficiency within the Microsoft suite of products.</li> <li>• Experience in engaging partners and building strong, sustainable relationships.</li> <li>• Ability to prioritise and manage workload to deliver against agreed outcomes.</li> <li>• Ability to work as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with a network of coaches, officials or volunteers.</li> <li>• Previous experience in event delivery.</li> <li>• Project management experience.               <ul style="list-style-type: none"> <li>• Ability to create compelling, high-quality online content.</li> <li>• Proven ability to drive engagement, increase followership, and enhance brand awareness through strategic social media initiatives.</li> </ul> </li> <li>• Knowledge and experience of the Scottish sporting landscape.</li> <li>• Knowledge and experience of surfing and surfing disciplines.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Must be eligible to work in the UK.</li> <li>• Ability to work flexible working hours, including evenings and weekends.</li> <li>• Self-motivated and outcome focused.</li> </ul>	<ul style="list-style-type: none"> <li>• Holds a diving licence with access to a car.</li> <li>• Experience of budget management.</li> </ul>