



Role Title: Disability Development Officer	Salary/Benefits: This is a voluntary post within Scottish Archery – appropriate expenses will be reimbursed
Reports direct to: Participation Director	Hours: 4 – 5 hours per month
Other details:	The position is not currently subject to any PVG Scheme Membership.
Role Purpose Overseen by the Participation Director, the Disability Development Officer will work with other appropriate key individuals within Scottish Archery including the Executive Development Officer in the planning, coordinating and delivery of a range of disability archery sport projects and activities. The Disability Development Officer will work in partnership with Scottish Disability Sport, Help For Heroes and other key partners relating to disability provision in the archery community in Scotland	
Accountabilities Key Tasks <ul style="list-style-type: none"> • To coordinate a programme of activities that promotes participation in archery amongst those with a disability • To work with the Executive Development Officer in the planning and delivery of activities to further develop the number of archers with a disability in Scotland • Work closely with Director of Governance and the Scottish Archery Equality Champions to provide a coherent approach to our disability offer • Increase the reach of our disability programme by working with key partner organisations and other key stakeholders Delivery <ul style="list-style-type: none"> • Working with the Director of Coaching to develop a programme for ensuring that the Scottish Archery Coaching Network have a clearer understanding of how to coach individuals with a disability. • Work with key stakeholders to increase opportunities for participation, coaching and volunteering by those with a disability Skills and Qualifications: Essential <ul style="list-style-type: none"> • Ability to inspire, motivate and encourage people of all ages and abilities through sport • Excellent communication and interpersonal skills, the ability to communicate 	

with people at all levels

- Ability to identify and explain individual's disability needs and requirements
- Excellent planning and organisational skills
- Computer skills including Excel and Word
- Confident communication skills to deal easily with all internal and external enquiries.
- Ability to produce written reports to a high standard

Desirable

- UKCC Level One qualified coach (or working towards this qualification)
- Up to date First Aid certificate
- Membership of the PVG Scheme.
- Knowledge of how to manage budgets and associated financial procedures