



National Development Manager

Recruitment Pack 2024



NATIONAL DEVELOPMENT MANAGER

Title	National Development Manager (NDM)
Reporting to	Chief Executive Officer
Direct Reports	Two Direct Reports: Club and Coach Development Officer and Community Development Officer
Hours of work	35 hours per week – which will include weekend and evening working as required.
Remuneration	An annual salary of £31,000 - £35,000 [dependent on experience] is available for this role. All appropriate expenses incurred in the execution of this role will be reimbursed by Scottish Archery
Base	The post will be home based, but due to the national remit there will be an element of travel throughout Scotland.

Role Summary

Scottish Archery is the national governing body for Archery in Scotland. We strive to create an environment where everyone can reach their potential, whether as a competitor or in a volunteer role. This is an exciting time for Scottish Archery as we develop our new strategy for 2025-2029, with a focus on growth and retention.

The NDM will play a pivotal role in achieving against our strategic outcomes by working with staff, volunteers and partners, and will also be in a unique position to help shape the new strategy. We recognise that to grow as a sport and an organisation we need to focus on continuing to strengthen the infrastructure to enable members to achieve and participate in a way that meets their needs and at the level they want to participate. Reviewing the archery journey will therefore be key. Underpinning this will be to support and champion an environment where people want to stay involved in archery for life. With that in mind the postholder will be expected to show significant leadership to allow the strategic plan to be annually reviewed, improved and delivered, working with clubs, coaches, judges, and the wider volunteer network.

The NDM will have line management responsibilities for the Community Development Officer and the Club and Coaching Development Officer, ensuring that a holistic approach is taken to the development of archery in Scotland. The successful candidate will also have an understanding and appreciation of the Changing Lives approach to sport and will support the team to champion this within the club and community environment.

As part of the growth and retention focus, the NDM will work closely with Area committees to ensure robust processes and procedures are in place, and to support good practice and governance across the sport. There will be a particular focus on succession planning and retention for Areas to increase capacity to grow archery at a local and participatory level.

This role will also be the organisational lead for Equality, Diversity and Inclusion (EDI), supporting the EDI subgroup to develop a refreshed EDI plan to deliver on the new Moving to Inclusion Framework. In addition the successful candidate will also support key subgroups to continue to drive archery forward in Scotland.

In return for the above, we offer employee benefits such as flexible working, generous holidays and support with your professional development.

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Job Role

- Management Responsibilities
 - Provide leadership and support to the development team, ensuring clarity of direction through development of work plans and operational plans.
 - Lead our work on Equality, Diversity and Inclusion
 - Provide leadership to a team of volunteers to support the delivery of our strategy
 - Manage the relationship with external partners
 - Manage Scottish Archery assets and be the lead for our membership system, Just go.
 - Manage resources and budgets for areas of oversight and responsibility, and access additional funds for key programmes.

- Development Lead for officials
 - Develop and support the implementation of a Scottish Judge and Officials development plan in collaboration with Judges, Officials and AGB.
 - Support the Judge Liaison Officer as and when required
 - Continue the roll out of our field captains training

- Oversee the Pathway programme
 - Lead the planning, development, management and continual review process of the pathway programme
 - Develop the blueprint for archer progression, looking at best practice
 - Create and lead an Athlete Progression subgroup utilising key expertise and experience
 - Review and oversee selection criteria, working with key volunteers
 - Support the U21 Management Committee

- Work with the Tournament Organiser Group and Events Coordinator to:
 - Develop new forms of events to attract a wider engagement and participation from members, and track success to continually improve opportunities for members.
 - Support the Tournament Officials Group to develop and oversee the Scottish Archery national calendar of events

- Connections and Network
 - The Development Manager will form positive relationships with other Scottish Governing Bodies of sport and partner bodies to ensure that Scottish Archery is well represented and connected to wider networks to increase the opportunities for our members.

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- Work closely with Sportscotland and oversee development targets and priorities to ensure these are met
 - Use robust data to inform decision making.
 - Be part of the Archery GB network of development staff and collaborate on joint projects.
 - Connect with new partners to enhance and progress the work of Scottish Archery
 - Connect with the Changing Lives Programme to support and oversee our community impact work
 - Support with funding applications for new projects
 - Work with the CEO and board Director lead to implement our commercial plan
 - Monitor the impact and effectiveness of programmes and implement recommendations for improvement for all activity within areas of responsibility
- Additional
 - Ensure a high standard of service for members
 - Oversee UKAD requirements.
 - Complete monitoring information as required
 - Other general duties as required



Knowledge, Experience and Personal Requirements

Essential:

- Highly motivated and able to work independently, unsupervised and keep to agreed deadlines
- An understanding of the role of a membership body within the sporting context
- Strong leadership skills with ability to demonstrate confident decision-making and ensuring statutory requirements are met.
- Experience of managing budgets and supporting funding bids.
- Experience of working with volunteers and athletes
- The ability to effectively plan and organise workload to maximise overall performance and effectiveness.
- Excellent communication skills
- Experience of working with a range of partners and stakeholders
- Good knowledge and experience of performance sport environments
- Experienced in using social media and writing appropriate content for websites.
- Strong IT skills and proficient in using Microsoft Word, Excel and PowerPoint
- Experience of collaborating with multiple partners to develop and implement projects.
- Demonstrable experience of working with senior leadership colleagues at a strategic level, including Board members, commercial partners and policymakers.
- A full and current driving licence and appropriate vehicle insurance – including using the vehicle for work purposes.
- Appointment to the post will be conditional on receipt of two satisfactory references

Desirable:

- Hold a relevant sport development or management qualification
- Have experience of working in a volunteer led organisation either in the sport or voluntary sector
- Completed the **sportscotland** Changing Lives programme
- Have experience of completing and submitting successful funding applications on behalf of Third Sector or sports organisations.

If you believe you could successfully deliver in this role, even if you do not meet all the criteria, we would love to hear from you.

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This is a broad outline of the post as opposed to a contractual agreement. This role will continue to evolve in line with the 2025 2029 strategic plan.

Recruitment Process

Thank you for reading the candidate brief and considering the role of National Development Manager.

To apply for the post please send your CV along with a cover letter detailing why you would be a good candidate for the role to Jacqui Dunlop, Safeguarding and Operations Manager at: admin@scottisharchery.org.uk

Please complete our equality monitoring form along with your application –

<https://www.surveymonkey.co.uk/r/equalops2019>

The closing date for applications is **5.00pm on Sunday 16th June**, and interviews are likely to be held on Monday 24th June.

If you wish to have an informal conversation around the role, please contact Lyndsay Noon, Chief Executive Officer lyndsay.noon@scottisharchery.org.uk

At Scottish Archery inclusion underpins everything we do. If you have the right skills for the job, we want to hear from you. We encourage applications from the right candidates regardless of: age, disability, gender identity, sexual orientation, religion, beliefs, race, caring responsibilities, care experience or social background.

We are an equal opportunities employer with a commitment to making reasonable adjustments for candidates who may require them. Please let us know if you require any reasonable adjustments.

