

Scottish Fencing

Job Description – Fencing Community Development Manager



Job Title	Fencing Community Development Manager (FCDM)
Line Manager(s)	Chief Operating Officer & Head of Pathways (COOHOP)

Overview:

The Fencing Community Development Manager (FCDM) will work together with the Chief Operating Officer & Head of Pathways (COOHOP) and Board members for Development, People Development and Club Development and Equalities to plan, support and implement the growth and benefit of fencing throughout Scotland. Their emphasis will be on fencing community development, building a network of strong clubs and fencing communities.

They will utilise SF's Changing Lives methodology to increase the impact of SF in Scotland, promoting inclusion and accessibility. Creating opportunities to meet the needs of members; volunteers, coaches and fencers at all levels, achieving sustainable growth in SF membership, building the capacity and enhancing the quality of the club structure.

The FCDM reports directly to the Chief Operating Officer & Head of Pathways. They will work as a team with COOHOP, Operations Manager, senior volunteers and Board to implement a joined-up approach that delivers the SF strategy. They will work with **sportscotland** staff and other Sports Governing Bodies Development staff to build knowledge and networking to create opportunities for SF to support community change.

The FCDM will collaborate closely with British Fencing's Development team and the other UK Home Nations to ensure a co-ordinated development approach between Scotland and the rest of the UK.

Term: Fixed term until 31 March 2025, with the intention of renewal.

Core Responsibilities:

- Act as Scottish Fencing's expert resource on fencing community development and the Changing Lives methodology. Providing guidance and leadership to clubs and the SF board in relation to these areas.
- Design, build and maintain the Scottish Fencing Changing Lives methodology.
- Create and deliver an operational plan based on the sportscotland #ChangingLives ethos and embed it within partnership fencing clubs and communities. Through intentional behaviour, support SF communities to overcome barriers to participation
- Lead and promote initiatives that support fencing clubs and communities to achieve membership gain and community presence with projects focussed on Girls & Women and SIMD Communities.
- Develop initiatives and systems for community change & inclusion in line with annual membership targets
- Build partnerships within fencing and the wider community, to maximise the access to resources, financial or non-financial, supporting clubs in identifying sources and preparing applications
- Develop the relationship with Scottish Disability Sport and ensure it delivers:
 - Strategies to attract more people with a disability to Fencing
 - A network of accessible clubs to link closely with SDS branches

- Clear path for athletes/coaches/referees/volunteers with a disability to access all SF activities
- Support clubs to develop their club / community workforce, increasing the breadth and capability of volunteers, offering growth within the sport. Develop and if required deliver national programmes supporting clubs/ community to be healthy and sustainable.
- Encourage and assist clubs to engage with the Swordmark accreditation scheme (or any club accreditation scheme used by SF), achieve accreditation and build an action plan to achieve the next level. Support the clubs to publicise their success and use the achievement to attract new members
- Attend relevant **sportscotland** Partnership Meetings – to be an active ambassador for the sport and the organisation

In addition the FCDM will

- Work with clubs to identify and implement opportunities in clubs and schools for the introduction of appropriate fencing activity, acting as the bridge to key stakeholders eg Active Schools
- Assist with the development and delivery of coach, volunteer and referee education as part of the wider team activities
- Work with other members of the team to develop and put forward ideas to improve the way SF works and the benefits members gain
- Contribute as appropriate to the digital media, website and social media campaigns
- Support the development of new clubs, undertaking research on a club’s viability, using connections and knowledge to build a stable club with a well thought out plan
- Complete PVG checks on coaches and other relevant staff and volunteers as required
- Promote good practice and successes of Scottish Fencing clubs using social and digital media channels.

Time commitments:

37.5 hours per week. The nature of the post means that hours will not regularly fall within a conventional working day and frequent evening and weekend work will be necessary to fulfil the purpose of the role.

Remuneration: £29k

Qualifications and Experience (D: Desirable E: Essential M: Mandatory by law)

Qualification / Experience	D	E	M
Demonstrable experience of the Scottish sporting system and the Changing Lives methodology		X	
A good knowledge and experience of using Microsoft Office applications allowing analysis of performance information and ease of communication within the staff and board team.		X	
Experience of Club Development within the sports sector		X	
Experience of building, influencing and maintaining relationships with key stakeholders and partnership networks		X	
Experience of identifying and attaining investment via funding applications		X	
Driving licence and access to vehicle		X	

Further Requirements and Personal Qualities

- A sound knowledge of fencing community development theory and practice, combined with experience of fencing community development in a sports development environment gained through experience of similar activities over a minimum of 18 months.
- Excellent written and verbal communication skills
- Personable and approachable, good networker, building and maintaining a range of internal and external relationships
- Experience in evaluation, quality assurance and accreditation systems including governance.
- Proven planning and organisational skills
- Enthusiasm to implement best practice in the continuing professional development of coaches, club officials and volunteers working in the sport.
- Flexibility - this position will require the successful candidate to work some evenings and weekends throughout the UK.