



Dear Applicant

Post: Sports Development Officer (Disability) One Year Pilot
Closing Date: 10th February 2012, 12 noon

As requested, please find enclosed an Application Form and Information Pack for the above vacancy.

You will find the following enclosed:

- Borders Sport & Leisure Trust Application Form
- Information on Borders Sport and Leisure and our conditions of Employment
- Job Outline

You must complete the Application Form as soon as possible and return it, no later than the closing date, to: jane.munro@bslt.org.uk

Thank you for the interest you have shown in working for Borders Sport & Leisure Trust.

Yours faithfully

Jane Munro
Admin Support Manager



1. The Company

More Borderers, More Active, More Often has long been our mantra and we achieve this through the successful management of 10 Leisure Facilities throughout the Scottish Borders region. The merger of the local authority Sports Development Unit and the Active Schools Team on 1st July 2011 into BSLT gives us a new focus on sporting performance. We are now the holistic sports provider for the Borders.

Our focus on our local communities and our environmental values makes us one of, if not the largest, social enterprise within the region with an annual turnover of approximately £5m.

2. The Job

As Sports Development Officer for Disability you will assist focus on coordinating, implementing and facilitating opportunities for participation in sport and physical activities for individuals with a disability living in the Scottish Borders.

You will be a key player within our Sports Development Team and work closely with various key officers and partners both internally and externally.

This pilot post has been created in partnership with the Bill McLaren Foundation and the Scottish Borders Disability Sports Group, the local branch of Scottish Disability Sport (SDS).

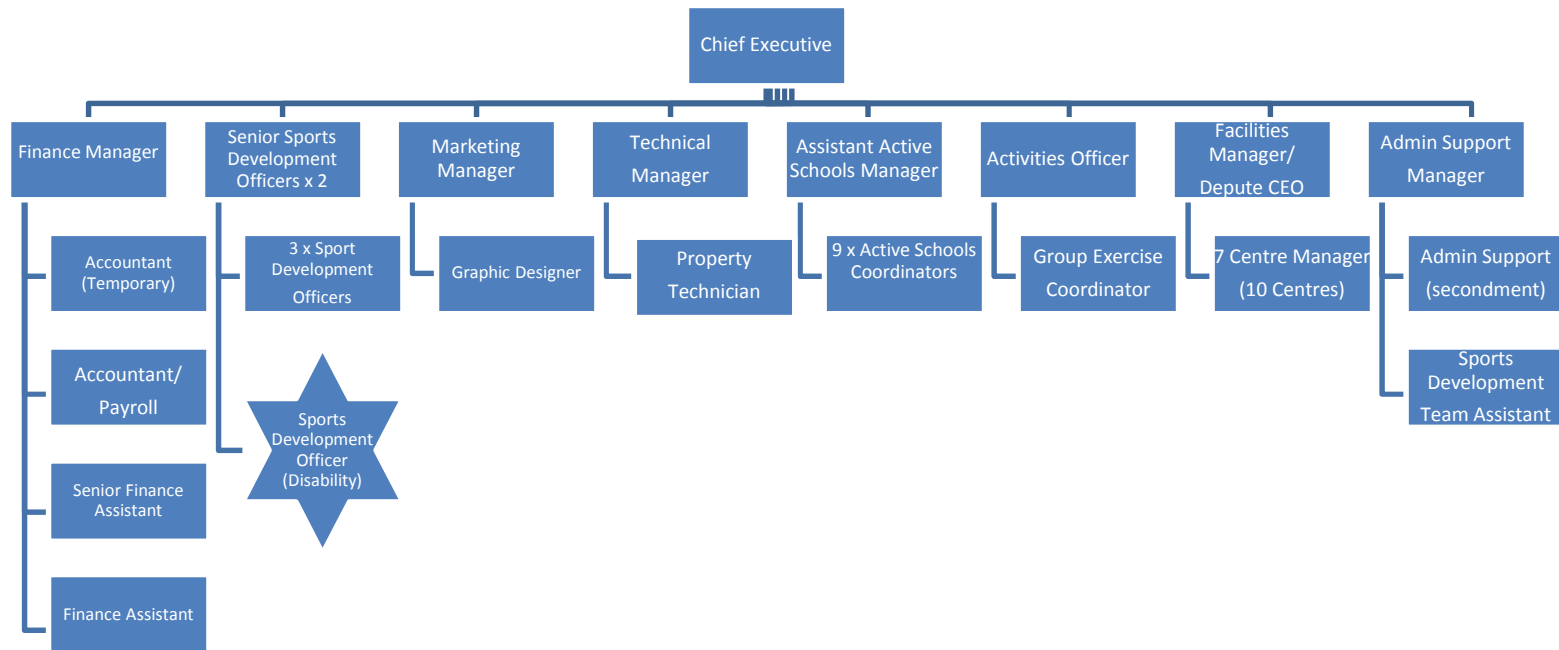
The Bill McLaren Foundation was set up in Bill's name with the support of his family. The main purposes of the foundation are:

- To develop and promote the sport of rugby union and its values
- To encourage and provide sporting opportunities for young people
- To create an educative centre which will include the Bill McLaren Archive.

You must hold a current driving licence and own or have access to a car (mileage allowance is payable).



3. The Management Team





4. Your Ability – Key Skills & Qualifications

For this role you must be able to demonstrate the following key skills:

- Educated to Degree/ Diploma level or equivalent if no formal qualification or appropriate work experience has been attained
- National Governing Body Coaching qualifications advantageous
- Hands-on coaching experience, preferably with people with a disability (min. 3 yrs)
- The ability to communicate effectively orally and in writing, demonstrating the ability to alter your approach and style to suit the situation
- The ability to manage, deliver and support multiple projects simultaneously
- IT literate – Microsoft Office/ Social Networking
- Organisational skills
- Presentation skills
- Ability to prioritise and manage your workload
- Literacy – able to read, interpret, understand and produce performance reports
- Team player
- Experience of organising sports events and activities
- Staff supervisory experience – ability to motivate others, particularly volunteers, and an ability to develop successful and effective partnerships

5. What the job involves

Broadly, to support the Senior Sports Development Officers in the effective development of opportunities for participation in sport and physical activity for individuals with a disability living in the Scottish Borders. Specifically:

- To develop opportunities for participation in sport and physical activity consistent with the Physical Activity, Health, Sport and Physical Education (PASPE) strategy and the Disability Sports Plan for the Borders 2010-2012.
- To prepare, implement and monitor the Scottish Borders Disability Sports Group (SBDSG) Development Plan to encourage participation from grassroots to regional squad level in collaboration with the SBDSG, Scottish Disability Sport and Borders Sport & Leisure Trust staff.
- To work in partnership with Sports Development Officers, Active Schools co-ordinators and colleagues from the East Regional Sporting Partnership and Scottish Disability Sport to ensure the efficient and effective delivery of services to members of the public and colleagues in the six key themes of the Disability Plan:



Participation
Performance
Education & Training
Club Development
Communication
Events

- To produce and disseminate regular reports and appropriate promotional material on disability sport and physical activities programmes consistent with the disability sports plan.
- To support the work of the Scottish Borders Disability Sport Group in raising awareness and increase opportunities for people with disabilities to access sport and physical activity across the Scottish Borders.
- To host events, meetings, seminars and conferences deemed desirable for the development of wider access opportunities in sport and physical activity for people with disabilities.
- To support the work of the Coaching Network Development Officer in developing coach education courses for coaches working with athletes and players with a disability.
- To deliver a series of Borders-wide sports festivals along with weekly sessions in order to create regular participation centres for disability sport.
- To conduct an Audit of Disability Sport in the Borders to identify where opportunities currently exist, gaps in the pathway and barriers that exist to people actively taking part in disability sport.
- To work with the Scottish Disability Sport Regional and Performance Managers to ensure that athletes with performance aspirations are catered for and the necessary links forged with the Sportscotland Institute Network.
- To create a network of opportunities within clubs, preparing a directory of local clubs which cater for people with a disability and supporting clubs.
- To establish and maintain a robust data management system to include athletes/players, coaches, volunteers, clubs, equipment, etc.
- To identify sources of external funding and submit applications where appropriate to help to extend the project beyond the initial pilot period.



6. Behaviour

The key behaviours that you need to do well in this role are:

Communication

- The ability to speak to customers, clients and colleagues in a friendly, welcoming, positive, caring and helpful manner
- Communicates the features and benefits of BSLT services and products to customers, and promote the work of SBDSG, SDS and The Bill McLaren Foundation.
- Maintains a knowledge and understanding of the products and services offered by BSLT, and respond effectively to customer enquiries
- Produces concise, accurate and factual written reports
- Ensures customer information, notice boards and website material meets the standards of BSLT, SBDSG, SDS and The Bill McLaren Foundation.

Teamwork

- Takes an active and positive part in the activities of the team
- Contributes ideas for improvement and development to the working of the team
- Sets objectives which are achievable and challenging
- Understands how they contribute to the team objectives and BSLT

Problem Solving and Decision Making

- Deals directly with problems without relying on others to make decisions for the team
- Makes timely decisions
- Balances conflicting demand and responds to changes in priorities
- Gathers and analyses all relevant information when problem-solving

Creativity and Innovation

- Always looks for new and different ways to do things better
- Displays an enthusiastic approach
- Encourages and supports innovation and responds positively to ideas
- Shares best practice with colleagues

Achievement

- Monitors and reports on performance against targets
- Takes appropriate corrective action when standards are not being met
- Organises workloads to match priorities and available resources

7. Our Culture

It's crucial that you enjoy your job and work well within a small-ish, friendly team. Enthusiasm and energy are the name of the game within BSLT! We want to create a great experience for our customers.



8. Demands

Physical demands

- The role is office-based, with a combination of desk-based work, meetings and field work. There will also be a need to regularly visit operating sites and/ or other external sites or partner premises. It involves working with a PC and/ or laptop and mobile communication devices.

Mental demands

- This role requires alertness, creativity and strong analytical skills. You will be expected to be able to adjust your message to suit the needs of a variety of audiences and individuals. You will be expected to be able to multi-task and prioritise your workload effectively.

Emotional demands

- This role involves working with various groups and individuals with various disabilities which will demand high and consistent levels of compassion, energy and understanding which will be demanding at an emotional level.

Environmental demands

- This role involves sitting at a desk operating a PC and attending meetings at various locations throughout the Borders.

9. Disclosure

A Disclosure Scotland PVGS Membership will be required.



CONDITIONS OF SERVICE (SUMMARY)

Post:	Sports Development Officer (Disability) – One-Year Pilot
Location:	Head Office, 6 Tweed Mill, Selkirk, TD7 5DZ (employees may be required to work at a different BSLT site during their career with us).
Hours of Work:	21 hours per week, worked as agreed with manager
Salary:	£26,777 pro rata
Payment Method:	Paid monthly on the 15 th of each month.
Annual Leave:	Up to 3 years service = 28 days (pro-rata for part time) Increase by an extra day after completion of three years' service by commencement of the leave year. An additional day accrued for each completed year of service up to max of 6 additional days.
Public Holidays:	4 designated public holidays per year (pro-rata for part time)
Notice Period:	During probation period – 1 week, otherwise a minimum of 4 weeks, but will be detailed in any offer of employment
Pension:	Option to join Group Personal Pension; employee contribution from 3%
Equal Opportunities:	BSLT is an Equal Opportunities Employer and considers applicants on their suitability for the post regardless of sex, race, religion, disability or sexual orientation.
Sickness Allowance:	Employees with less than 6 months service get SSP (Statutory Sick Pay) only. Occupational Sick Pay is available to employees with more than 6 months service (when the sickness commences) and starts from 5 weeks full pay/ 5 weeks half pay and increases to a maximum of 26 weeks full pay/ 26 weeks half pay after 5 years service.
Presentation:	BSLT has strict standards of presentation, which staff are required to comply with. Uniforms are provided for the majority of posts where provided these must be kept clean and well presented. Where a uniform is not provided appropriate business dress is expected.
Disabled Candidates:	If you have a disability and need assistance in completing your application form, or if you are short listed and have special needs for the interview, please contact Jane Munro to discuss your needs.
Other Benefits:	Free access to all our facilities Child Care Vouchers Cycle to Work Scheme

Please note that this is a summary of BSLT conditions of service. If you are successful at interview and are offered employment, the specific conditions that apply to you will be detailed in your contract.



Information for all Job Applicants

Evidence of Right to Work in the United Kingdom

As a result of the Asylum and Immigration Act 1996, BSLT now requires every employee to provide evidence of eligibility to work in the UK. This will be required from the successful candidate prior to the appointment being made. Please do not send documentation at this stage. There are a number of specified documents which you could provide, some of which are list below. Only one is required:

- A passport describing the holder as a British Citizen
- A passport containing a Certificate of Entitlement issued by, or on behalf of the Government of the United Kingdom, certifying that the holder has the right of abode in the UK.
- A passport or national identity card issued by a State which is a party to the European Area Agreement and which described the hold as a national of that state.
- A registration card which indicates that the holder is entitled to take employment in the UK
- A birth certificate issued in the United Kingdom or in the Republic of Ireland, with documentary evidence of their National Insurance Number.
- A certificate of registration or naturalisation as a British citizen, with documentary evidence of the National Insurance Number.

Disclosure Scotland

The successful candidate must have an appropriate level of certificate from Disclosure Scotland prior to starting their employment. The level of check required depends on the post applied for and the recruiting manager will advise of this and will arrange for the check to be carried out.

Borders Sport & Leisure Trust

For more information about BSLT please visit our website www.bslt.org.uk

Please contact our Admin team on 01750 724980 if you require any other information about working for Borders Sport & Leisure.