

## Scottish Student Sport (SSS) Head of Development

### 1. Job details

Job title:	SSS Head of Development
Host location:	SSS Office, Edinburgh
Line manager:	C.O.O. SSS
Status:	Full-time 35 hours per week
Duration:	Permanent
Salary:	Grade 6 + 15% (£37,929.30 - £43,935.75)

### 2. Job purpose

To manage and co-ordinate SSS' sports development work, with particular emphasis on member engagement, promoting best practice and knowledge transfer, and developing key partnerships with internal and external groups. The Head of Development will have delegated responsibility for specified areas of the SSS work and will be responsible for the management of SSS' development staff (3) across Sport & Active Health, Learning & People and Inclusion & Culture.

### 3. Main responsibilities

The primary responsibility is to work with members and partners to build capacity within student sport and create partnerships that can add value and quality to various programmes of activity. Specifically, this will be achieved in the following ways:

	<b>Approx. % time</b>
a. <i>Infrastructure development</i> ~ Work closely with the C.O.O. to formulate and implement policies, programmes, structures and materials which support SSS members to optimise delivery of student sport.	30%
b. <i>Management and quality assurance</i> ~ Manage and guide work of SSS development staff (3) in order to develop consistent, comprehensive, quality assured programmes.	20%
c. <i>Advocacy and partnership</i> ~ Develop resources which promote the benefits of sport and active health to internal and external groups including institutional senior management, students associations and other deliverers across sport and leisure.	20%
d. <i>Networking and professional exchange</i> ~ Drive forward a programme of knowledge transfer, best practice identification and workforce development and support – aimed at increasing the quality of provision in the sector.	20%
e. <i>Monitoring</i> ~ Share responsibility with the SSS Staff and office bearers for developing and upholding administrative/financial procedures to underpin smooth, efficient and secure operation - in compliance with agreed targets, controls, policies and procedures.	10%

### 4. Planning and organising

- Prepare, in association with the SSS staff and committees, a comprehensive, quality assured, relevant and achievable development plan (actions, targets, responsibilities; resources), which outlines the steps needed to deliver quality, inclusive and sustainable student sport programmes.
- Assist with the planning/delivery of SSS year-round programme of sports development related events and programmes including conferences, webinars, forums and other network events.
- Produce reports and analysis on all aspects of student sport activity to inform management/policy functions and to support progress reporting.

## 5. Problem solving

- Handle day-to-day problems that arise within the development of activities across student sports development and solve these using professional judgement and/or applying set policies/procedures.
- Propose new policies, procedures and approaches (partners, personnel, formats, projects) to improve the impact and sustainability of student sport and active health.
- Contribute towards the strategic/corporate direction SSS should take in order to deliver more and better sporting opportunities across the country.

## 6. Decision making

- Determine, in conjunction with SSS staff and Committees, operational priorities for the advancement of SSS development programmes.
- Plan own work schedule (daily, weekly, monthly) to ensure primary responsibilities are carried out to the agreed standard, timescale and budget ~ refer significant business difficulties/conflicts to the C.O.O.
- Help set annual performance targets for SSS and its members, in reference to internal and external dimensions/opportunities.

## 7. Key contacts/relationships

During the course of his/her/their work, the Head of Development will be expected to interface with: SSS officers and Staff; SSS Committees and Fora; Staff across the student sport network; Universities Scotland and Colleges Scotland, **sportscotland**; Scottish governing bodies of sport; BUCS, Local authorities; Leisure trusts, charities and others.

## 8. Knowledge, skills and experience needed for the job

- Educated to degree level (or equivalent) with minimum of 3 years' experience in sports development including record of successful line-management.
- Ability to lead small project teams and prioritise workload of self and others, meet tight deadlines and cope with complex issues; aptitude for diplomacy and problem solving.
- Highly developed communication, presentational and inter-personal skills.
- Demonstrable experience of devising, monitoring and reviewing sport/physical activity plans.
- Experience of managing budgets.
- Ability to work independently and as part of a team.
- Outward-facing approach.
- Understanding of the Scottish sporting landscape and tertiary education sector.
- Empathy with students.
- Good IT skills (excel, word, email, web-based software, social media).
- Flexible, approachable, passion for sport/exercise, independent thinker.

## 9. Dimensions

Management responsibility for SSS development staff. Additionally will guide and coordinate the work of key volunteers. Post holder will have close contact with colleagues and staff in local and national agencies; role will influence the training/development of others; budget responsibility; local circumstances will influence/shape working dimensions and programme priorities; role involves significant independent working and networking and mix of policy and practice.