Kirkcaldy and Central Fife Sports Council

http://www.kcfsportscouncil.co.uk
Email: secretary@kcfsportscouncil.co.uk

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Development Officer

Rate : £13.15 per hour

Hours: Minimum of 15 hours and up to a maximum of 30 hours per calendar month (with the option to go beyond the 30 hours per month for any specific requirements, provided it has the approval of the management committee and the role holder is able to carry out the additional hours)

Length: Initially 6 months rolling contract with possible longer-term contract

Background

The Kirkcaldy & Central Fife Sports Council (KCFSC) was formed in 2006 to support and develop sustainable opportunities in sport and build capacity for sports participation in the community.

The Sports Council covers the geographic area of Kirkcaldy, Glenrothes, Leven, Burntisland, Kinghorn, Thornton, Windygates, Kennoway, Markinch, Leslie, Kinglassie, Cluny, Auchtertool and the Wemyss villages.

General

Kirkcaldy and Central Fife Sports Council are looking to engage a highly motivated individual on a self-employed basis to promote the Sports Council, increase membership and to seek external funding and sponsorship.

Tasks will be defined by the chair of KCFSC who will act as direct line manager to this position.

The successful candidate should have access to a computer, internet, and ability to work from home on a flexible basis.

Specific Tasks and Duties

Devise methods of communication which will attract sports clubs to affiliate to the Sports Council and continue to interact directly with these clubs.

Maintain and increase promotion of the Sports Council through our social media platforms, analysing data received from same to monitor success rates.

Work with our ‘webmaster’ in maintaining our Website and Social Media platforms through the provision of material to update as required.

Provide advice and support to members of the Sports Council and of funding opportunities and support members with funding applications

Liaise with Secretary / Treasurer to manage new affiliate applications and maintain up to date membership contact list on all forms of media. Comply with General Data Protection Regulation 2018.

Attend the Sports Council's Management Committee meetings and report on progress of development.

Working with the Secretary to receive and address relevant correspondence and enquiries from members.

Liaise with Management Committee to organise Sports Council club events and open meetings.

Assist in organisation of Annual Awards through supporting Awards Organiser and Awards Sub-committee.

Attract/seek sponsorship and sustainable means of funding and grants that will support the operations of the Sports Council and our member clubs.

Carry out any additional roles as defined by the Sports Council Management Committee.

Skills and Requirements

Excellent written and communication skills

Experience or willingness to learn how to maintain websites (WordPress) and the use of social media and other platforms

Competency and experience in using general office IT packages (incl. but not limited to word, excel as well as google drive access)

Experience in applying for and securing funding for community groups

Ability to work efficiently and independently

Enthusiastic about the development of sport

Experience of working with community groups, especially within a sporting environment

Ability to evaluate progress and communicate effectively with partners.

Application

To apply for this post please send in a covering letter with your CV by Monday 2nd September 2024 to the secretary of the sports council. Email: secretary@kcfsportscouncil.co.uk

Interview

Interviews will be held within a 2-week period of the closing date.

For more information, contact the Secretary by email: secretary@kcfsportscouncil.co.uk