

JOB TITLE: Sports Development Officer (Clubs & Communities) (Fixed Term until Mar 2027)

SALARY: £41,423 - £44,899 Per annum

Salary placing is normally at the first point of the scale.

LOCATION: Queens Park Office, Inverness

HOMEWORKING:

This post is appropriate for a homeworking* request to be made. Any home-working arrangements would be agreed by the post's line manager and the administrative base would be classed as Inverness for the purposes of expenses and travel claims. Initially, for training purposes, the successful candidate will be required to work from the office base.

*High Life Highland home-workers must have a permanent residence in The Highland Council area or live within a 90-minute commute from the designated workplace.

RESPONSIBLE TO: Club & Communities Development Manager

JOB PURPOSE:

To develop strong, sustainable, safe and inclusive sports clubs across Highland through the provision of club development support. The postholder will build effective relationships with club leaders, volunteers, coaches and community organisations to enhance club capacity, increase participation, strengthen governance and sustainability, and improve opportunities for people of all ages and backgrounds to engage in club sport.

KEY DUTIES AND RESPONSIBILITIES INCLUDE:

- Actively promote a positive and collaborative workplace culture that supports the Charity's purpose of Making Life Better and i-care values to increase morale, productivity and performance.
- Develop strong relationships with sports clubs across Highland, providing tailored support based on identified development needs.
- Support clubs to become stronger, more sustainable, safer and more inclusive organisations.
- Assist clubs to develop governance structures, constitutions, policies, succession plans and effective committee arrangements.
- Support clubs to recruit, develop, retain and recognise volunteers, coaches and club leaders.
- Assist clubs to identify training and development opportunities for volunteers, coaches and committee members.
- Support clubs to establish robust financial planning processes, identify funding opportunities and develop sustainable income streams.
- Support clubs to develop and implement action plans focused on growth, sustainability and community impact.
- Support clubs to develop safe environments through effective safeguarding, wellbeing and protection practices.

- Support the development of Community Sport Hubs and encourage clubs to actively contribute to hub activity and partnership working.
- Work with National Governing Bodies of Sport and other strategic partners to support club development priorities and athlete pathways.
- Support the collection and reporting of participation, membership and Equality, Diversity and Inclusion data in line with sportscotland and internal reporting requirements.
- Contribute to the development and implementation of the Sports Development Plan for Highland and support to embed it locally.
- Work with a range of partners to enhance the provision and support for sport and physical activity in Highland Communities e.g. Schools, Sports Clubs, Leisure Centres, Active Schools, Community Sport Hubs, The Third Sector and other community organisations.
- Support the community mapping of the physical activity landscape and opportunities across the Highlands.
- Increase the profile of clubs through the development and publication of high quality promotional and marketing materials, supporting events and maintaining an approved Highland Club Portal.
- Be an integral part of the Sports Development team working with our Coaching & Volunteering Officer, Community Sport Hub Officers, Leadership Development Officer, Disability Inclusion Officers and Performance Development Coach focussing on supporting and developing the whole sporting and physical activity infrastructure in Highland.
- Regularly monitor and report on the impact of the project in line with sportscotland and internal reporting protocols.
- Contribute to the wider outcomes of the Service and the Charity to support the overall purpose of making life better.
- Pursue continuous professional development and contribute to the continuous improvement of High Life Highland as a whole.
- Attend and undertake any training online or in person.
- Aim to reduce wastage and uphold our environmental values of being as sustainable as possible in all tasks.
- Assist and support other areas of High Life Highland with particular projects, training or in the event of holidays or sickness working cross-functionally across the team.
- Maintain an awareness and knowledge of the risk management responsibilities appropriate to their role, as identified within the HLH Risk Policy and associated guidance documentation.

Other Duties:

You may be required to perform duties, appropriate to the post, other than those given in the job specification. The duties and responsibilities attached to posts may also be varied without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. Because of such variations it will be necessary to update this job specification from time to time.

Date: May 2026

High Life Highland (HLH) is committed to the protection and safeguarding of vulnerable groups, including children and protected adults and believes that they should never experience any kind of abuse. It has a responsibility to promote the welfare of those in vulnerable groups and to keep them safe and to practice in a way that protects them. HLH expects all those with whom the Charity engages to share this position. Where applicable, new positions will be subject to the appropriate level of Disclosure Scotland checking; identity checks (address, date of birth), employment/experience history, two references (one of which must be most recent employer, where appropriate), qualifications, Right to Work in the UK (where applicable). The above will apply to anyone working on behalf of HLH (paid or unpaid) including all board directors, staff, workers, volunteers, agency staff and students.

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ESSENTIAL ATTRIBUTES:

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following:

1. EXPERIENCE

- Minimum of 3 years' experience in a sports development role.
- Experience of writing/delivering sports strategies/action plans.
- Experience of critical analysis techniques to determine best options and measure outcomes.
- Extensive project and event management experience.
- Experience of working with volunteers, Sports Clubs, voluntary groups and community engagement.
- Experience of identifying training needs for volunteers, coaches and paid staff.

2. EDUCATION AND QUALIFICATIONS

- Educated to degree level or relevant experience
- Full valid driving licence or access to personal transport.

3. SKILLS/ATTRIBUTES GENERAL

- Excellent communication skills, written and verbal.
- Ability to prioritise tasks, meet deadlines and work on own initiative.
- Confident with IT skills in Microsoft Word, Excel and PowerPoint.

4. SKILLS/ABILITIES SPECIFIC TO THE POST

- Ability to manage budgets for best gain.
- Marketing and promotion experience.

- Knowledge and understanding of the sporting environment.
- Proven ability to develop voluntary sector sporting organisations.
- Ability to build trust and devolve responsibility and resources to partners and colleagues.
- Able to work effectively and innovatively with partners and maintain good working relationships.
- Advocate of best practice.

5. INTERPERSONAL AND SOCIAL SKILLS

- Enthusiastic, motivated, and the ability to advise, guide and motivate/encourage others.
- Ability to handle sensitive situations appropriately and with discretion.
- Good negotiation, facilitation and customer service skills.