



**MAKING
LIFE
BETTER**

JOB DESCRIPTION And PERSON SPECIFICATION

JOB TITLE: Community Sport Hub Officer (Fixed Term until March 2027)

SALARY: £41,423 - £44,899 pro rata

LOCATION: Queens Park Office, Inverness

HOMEWORKING: This post is appropriate for a homeworking* request to be made. Any homeworking 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: Head of Sport

JOB PURPOSE: Develop the Community Sport Hub Programme through supporting Clubs and Community Groups to maximise participation in sport and physical activities within local communities across the Highlands.

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.
- Support the development and implementation of the Sports Development Plan for Highland and embed it locally through individual Community action plans.
- 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, The Third Sector Interface and other community organisations.
- Embed a Changing Lives through Sport approach across the Highlands.
- Lead on the individual Community based projects ensuring they are meeting community needs, fostering community collaboration and empowering community leaders.
- Support the community mapping of the physical activity landscape and opportunities across the Associated School Groups.
- Directly input to and provide a link for Community Groups into local Community Planning Partnerships.
- Increase the profile of hubs through the development and publication of high quality promotional and marketing materials and supporting events.
- Regularly monitor and report on the impact of the project in line with sportscotland and internal reporting protocols.

- Link with National Governing Bodies of Sport to support Club and Community Groups development including training for volunteers and athlete progression.
- 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.



JOB DESCRIPTION And PERSON SPECIFICATION

JOB TITLE: Community Sports Hubs Officer (Fixed Term until March 2027)

LOCATION: Inverness

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 5 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, 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.