



COMHAIRLE NAN EILEAN SIAR

JOB DESCRIPTION

Job Title:	Club Development Officer	Job Number:	Various
Department:	Education & Children's Services	Grade:	F
Location:	Western Isles	Date:	2026
Responsible To:	Chief Officer for Education & Children's Services; in the first instance to the Sports Development Services Manager.		

Job Purpose

To support the development of strong, sustainable, safe and inclusive sports clubs across the local authority area. The postholder will work collaboratively with clubs, volunteers, partner organisations and communities to strengthen local club capacity, improve participation opportunities and contribute to the Comhairle's priorities for sport, health, wellbeing and community development.

Duties

1. Work directly with local sports clubs to support the recruitment, development and retention of staff and volunteers, helping to strengthen local leadership and reduce pressure on key individuals.
2. Provide advice and practical support to clubs on legal structures, constitutions, governance and succession planning to support effective and sustainable management.
3. Support clubs to identify, measure and communicate the impact of their activities within their communities, including contribution to participation, wellbeing and community cohesion.
4. Assist clubs to develop financially sustainable operating models and strengthen both the administrative and management systems needed for efficient and effective delivery.
5. Support clubs to strengthen wellbeing, safeguarding and safety standards, creating environments where children, young people and adults at risk are safe, supported and protected.
6. Work with clubs to take a planned and evidence-based approach to the development of their activities, ensuring that provision responds to local needs and supports sustainable growth.
7. Encourage and support clubs to be inclusive, accessible and welcoming, reducing barriers to participation for under-represented groups.
8. Develop and maintain productive working relationships with internal and external partners, including schools, Active Schools, Community Sport Hubs, governing bodies, and third-sector organisations, enabling strong collaboration across communities.
9. Create clear coach development pathways with clubs and partners, supporting recruitment, training, mentoring and progression.
10. Contribute to service planning, monitoring and reporting requirements, including the collection and presentation of data to evidence outcomes and support continuous improvement



General Accountabilities

1. To ensure that all information received and disseminated, whether verbal, written or electronic concerning all employees, prospective employees or service users is treated in the strictest confidence and that all such information held is regulated and controlled in a similar manner in compliance with Data Protection legislation.
2. To ensure compliance with Standing Orders and Financial Regulations of the Comhairle.
3. To ensure that all duties and responsibilities are performed in a safe manner so that no risk to health and safety arises to yourself, any other employee or member of the public.
4. As the Comhairle is committed to the effective management of risk, it is the responsibility of all employees to carry out their duties and responsibilities with adequate regard for Risk Management as outlined within the Comhairle's Risk Management Policy.
5. To comply with the Comhairle's Equal Opportunity Policy in Service Delivery and Employment, thereby promoting a fair and quality service to all.
6. To keep under review your own development needs. Learning needs should be discussed and determined at your annual Performance Appraisal and you will be required to undertake training as identified and as appropriate and required for the effective performance of the duties of the post.
7. Any other duties or responsibilities that may need to be allocated from time to time to ensure the efficiency of the service.





COMHAIRLE NAN EILEAN SIAR

PERSON SPECIFICATION

This form lists the essential and desirable criteria required. Applicants will be leeted on the basis of meeting the criteria. Please ensure you complete your application form considering the criteria below.

Job Title: Club Development Officer

Job Number: Various

CRITERIA	ESSENTIAL	DESIRABLE
Knowledge	E1. Knowledge of club structures, including governance, committee roles and responsibilities, and sound financial management. E2. Good understanding of club development, volunteer support, safeguarding, inclusion and partnership working. E3. Knowledge and understanding of working with and empowering volunteers in clubs. E4. Knowledge of Sports Development principles and local sporting pathways.	D1. Knowledge of the Active Schools and Community Sports Hub networks. D2. Awareness of the Scottish Qualifications Authority (SQA) and SGB coaching pathways to ensure club coaches are appropriately qualified. D3. Knowledge of funding sources available to community organisations D4. Knowledge of the local sporting landscape in Lewis & Harris.
Skills and Abilities	E5. Ability to provide practical guidance, solve problems and support clubs to plan and deliver improvements. E6. Highly motivated and proactive, with the ability to inspire and encourage others. E7. Excellent written and verbal communication skills. E8. Competent IT skills for data collection, presentation, monitoring and reporting. E9. Excellent interpersonal skills, with a proven ability to build and maintain effective working relationships with a wide range of partners and stakeholders. E10. Excellent organisational skills, with the ability to work independently, manage competing priorities and meet deadlines.	D5. Ability to speak, read and write Gaelic. D6. Ability to deliver engaging training, workshops or mentoring programmes D7. Experience writing successful funding bids or developing financial models for clubs / community groups.
Education and Experience	E11. Educated to Degree level in a relevant field or equivalent transferrable experience and skills. E12. Experience of working with sports clubs, community groups, and volunteer organisations.	D8. Experience in supporting coach development or volunteer training.

	E13. Current full driving licence.	
Other Factors	E14. Commitment to further professional development. E15. Willingness to work evenings and weekends.	

