SCOTTISH ROWING

Application Pack

Closing Date:
25th March @ 12noon

Interview Date:
w/c 6th April

Salary:
£30,000
(subject to experience)
+ excellent benefits pack

Contract Type:
Full-time, Permanent
(subject to continued external funding)
35 hours per week
(flexible working arrangements available)

Location:
Hybrid
(office location - Strathclyde Park, Motherwell)

Responsible to:
Head of Development & Coaching

Responsible for:
No direct reports

Club Development Manager

About Scottish Rowing

Scottish Rowing is the Governing Body for rowing in Scotland. We are on a journey to get more people of all ages and ability enjoying the many physical, mental and social benefits of rowing.

Since 2022, Scottish Rowing has gone through an exciting period of significant change with the introduction of a new Olympic discipline, the expansion of the performance programme and a specific focus on extending the reach of the sport into non-traditional rowing communities.

With our new Strategy launching in 2026, we are seeking a committed and passionate individual to join our Development Team and help deliver our ambitious plans to grow rowing across Scotland. With a strong community of clubs, schools and Universities, we are strengthening our Development Team to ensure that clubs, coaches and volunteers have the support, tools and confidence to thrive.

Scottish Rowing currently employs a team of 10 staff with the organisation based at the Scottish Rowing Centre – its own dedicated training facility and office space at Strathclyde Country Park.

The Club Development Manager will be responsible to the Head of Development & Coaching and will be responsible for many of the development areas across the sport, including Coach Education, Club Development Support and help shape and build other future development programmes.

We are seeking an enthusiastic and positive team member who can identify growth opportunities, develop new and innovative strategies and motivate and engage with others across our rowing community. This will be a unique and exciting opportunity to help shape the future of one of Scotland's leading Olympic sports.

Image: Scottish Rowing

Job Purpose

To play a leading role in delivering Scottish Rowing's 2026 and Beyond Strategy by strengthening and supporting clubs, coaches and volunteers across Scotland.

The Club Development Manager will drive initiatives aligned to our strategic pillars of Extending Our Reach and Member Engagement, ensuring that rowing in Scotland is safe, inclusive, sustainable and accessible to all.

Working collaboratively with clubs, partners and colleagues, the postholder will enhance workforce development, support good governance, embed safeguarding and wellbeing standards, and help create the conditions for rowing in Scotland to thrive.

Key working relationships:

- Head of Development and Coaching
- Member clubs, coaches and volunteers
- British Rowing
- sportscotland
- Scottish Rowing staff and Board

Key Responsibilities:

- Provide guidance and tailored support to Scottish Rowing member clubs, coaches, and volunteers.
- Coordinate and support the delivery of development opportunities and contribute to the creation of new programmes for clubs, coaches, and volunteers.
- Plan and deliver the annual coach education programme, including engaging with tutor workforce across British Rowing qualifications and the Scottish Rowing Coach Academy, ensuring quality, accessibility and alignment with national standards.
- Work collaboratively with British Rowing on participation and safety initiatives, including Learn to Row, Club Hub and RowSafe, ensuring alignment and maximising benefit for Scottish clubs.
- Utilise all available resources to grow the sport and enhance services that support the continued modernisation of rowing clubs in a safe, inclusive and sustainable manner.
- Champion equality, diversity and inclusion (EDI) across all coaching and development activity - ensuring that programmes are welcoming, safe, and accessible to help reshape perceptions and showcase rowing as a sport for everyone.
- Support the Head of Development & Coaching in delivering national programmes aimed at growing the sport at all levels as well as representing Scottish Rowing at wider National forums and events.
- Work collaboratively with staff, volunteers, and partners to maintain strong, clear and consistent communication across the rowing community.
- Manage and monitor the allocated development budget, ensuring effective use of resources and identifying opportunities to secure additional funding to support new initiatives.
- Engage with Competition & Performance individuals to ensure seamless transitions as people progress through the sport, specifically looking at opportunities to retain rowers in the sport as they drop out of the performance pathway.
- Collaborate with the business operations team to ensure that the offer to club and individual members remains attractive and meets their needs.
- Lead the monitoring, evaluation and reporting of development activity, using insight and data to inform decision-making and demonstrate impact.
- Contribute to the wider objectives of Scottish Rowing outlined in new Scottish Rowing Strategy (Launching March 2026)
- Prepare regular reports for SLT and Scottish Rowing Board updates where requested.
- Champion a culture of safe, welcoming and inclusive rowing, ensuring compliance with Scottish Rowing policies, recognised governance frameworks and safeguarding standards.
- Uphold Scottish Rowing's values and contribute positively to the working culture and welfare of the wider team.

This document outlines the core responsibilities of the role but is not an exhaustive list. It is intended as a flexible guide and may be updated as the organisation's needs evolve.

Success in this Role

Success in this role will include:

- Strong and trusted relationships with member clubs across Scotland
- Increased participation and engagement in targeted communities
- Delivery of a high-quality and accessible coach education programme
- Enhanced confidence and capability within club leadership teams
- Clear evidence of impact through robust monitoring and reporting

Person Specification

Applicants for the position of Club Development Manager at Scottish Rowing should meet the following person specifications:

Criteria/Attributes	Essential	Desired
Qualifications	• Undergraduate degree / equivalent qualification or significant (3 years +) relevant work experience • Evidence of continuous professional development	• Relevant degree • (e.g. sports development / management, business administration) • Coach Education Qualifications (UKCC Level 2 or Equivalent)
Skills and Abilities	• Strong digital literacy, including confidence using Microsoft Office and online systems • Strong organisation and planning skills, and the ability to prioritise work by using resources effectively and efficiently • Excellent communication skills with evidence of an ability to communicate with a variety of diverse stakeholders • Ability to analyse data and use insight to inform planning and decision-making	• Previous roles working collaboratively with clubs, schools, universities and other key partners across Scotland • Ability to travel independently across Scotland

Experience	• Experience of working and / or volunteering in sport • Experience in project management and working across a wider team • Experience of delivering training to a diverse group in person and/or online	• Experience working with digital membership or education systems • Experience in delivery of Coach/Club Education • Experience of managing budgets and/or securing external funding • Experience preparing reports for senior leadership or Board-level audiences
Knowledge	• Knowledge of the Scottish sporting landscape • Knowledge of amateur sports clubs and their daily operations and challenges • Knowledge of athlete, coach and volunteer pathways in sport • Understanding of Safeguarding procedures and their importance within sports clubs/organisations	• Passion for sport and physical activity and its ability to positively change lives • Understanding of environmental sustainability and its relevance to sport
Personal Qualities	• Resilience and ability to make things happen • Motivated, proactive and solution-focused • Excellent personal and professional integrity • Driven, committed and the ability to demonstrate this to others • Strong interpersonal & communication skills and the ability to build and develop strong and sustainable partnerships • Selflessness, integrity, objectivity, accountability, openness, honesty and leadership • Strong intellectual and analytical abilities	
Other Requirements	• A commitment to the sport and Scottish Rowing • Commitment to ongoing professional development • Personal commitment to equality, diversity and inclusion • Willingness and ability to work evenings and weekends as required • This post is subject to membership of the Protecting Vulnerable Groups (PVG) Scheme.	

Additional Benefits

We believe that Scottish Rowing is a great place to work and in addition to a competitive salary, we also offer the following staff benefits:

- Workplace Pension – 5% employer contribution
- Group Life Assurance – 3 x Salary
- Group Income Protection
- Generous Annual Leave Entitlement – 29 days plus 6 bank holidays
- Flexible Working Arrangements
- Commitment to professional development and continuous learning, aligned to organisational priorities
- Access to training and development opportunities
- One paid Volunteering Day per year
- Access to gym facilities at the Scottish Rowing Centre

How to Apply

Scottish Rowing is committed to selecting staff solely based on their ability to do the job for which they are being recruited and welcomes applications from all sections of the community.

Applicants should return a completed application form (linked on the website) which outlines their relevant skills, experience and qualifications, as well as their motivation for applying for the role.

Please return by email to **jobs@scottish-rowing.org.uk** or by post to Scottish Rowing (Club Development Manager Application), Scottish Rowing Centre, 366 Hamilton Road, Motherwell, ML1 3ED

Our Equality Monitoring and Application Forms should be completed using the link below (this does not form part of the selection process):

Equality Monitoring Form

For an informal and confidential discussion about this role please contact Adam Martin, Head of Development and Coaching by email at: **adam.martin@scottish-rowing.org.uk**

If you require reasonable adjustments at any stage of the recruitment process, please contact **jobs@scottish-rowing.org.uk** and we will be happy to discuss your requirements.

Applications for this position close on Wednesday 25th March @ 12noon
Interviews will be held w/b 6th April