

Lothian Disability Sport - Branch Co-ordinator

Salary: **£24000- £30000 per annum, dependent on experience (pro-rata)**

Hours: **Part-time. 0.5 FTE – 17.5 hours per week.**

Contract type: **Self employed**

Hybrid working

Deadline: **Friday 11th July 2025**

Proposed interview: **Week beginning 21st July 2025**

Introduction

Lothian Disability Sport (LDS) is a voluntary sport group whose main aim is to lead in the development of sport for people with a physical, sensory or learning disability in partnership with key local agencies and local authorities in Edinburgh and the Lothians. LDS is a member branch of Scottish Disability Sport (SDS) who are the national governing body.

The Purpose of the Post

To co-ordinate and develop a range of physical activity and sport sessions and events for children, young people and adults with physical, learning and sensory disabilities in the Lothian area.

The successful candidate must have a clean full UK driving license with access to a car or access to transport and ability to travel across the region. They will possess excellent interpersonal, communication and organisational skills, will be self-motivated and able to work independently and as part of a team.

Key Responsibilities

The successful candidate will be responsible to the Chairperson of Lothian Disability Sport.

The post holder will be required to:

A: Events and Activities

1. To plan, co-ordinate and deliver events run by Lothian Disability Sport (LDS), in conjunction with key partners.
2. To organise and co-ordinate LDS run sessions and events.
3. Establish and lead the event team for each event.
4. Secure venue and equipment as required.
5. Liaise with the LDS treasurer to ensure timely payment of any associated costs – venue, equipment, agreed event expenses.
6. Ensure risk assessments are in place for each event.
7. Attend events in role of team manager – attendance to be agreed with LDS Chair.
8. With appropriate training, you will organise recruitment and upskilling of volunteers to support LDS run sessions and events.
9. Manage volunteers at events.
10. Coordinate promotion of the events.
11. Arrange registrations and entries.
12. To organise and co-ordinate teams representing Lothian at Scottish Disability Sport (SDS) National events and programmes. This may include taking on the team manager position and attending events.
13. Complete post event evaluations and any follow up communication with participants/clubs as required.

B: Development Planning

1. To liaise with the four local authorities, leisure trusts and voluntary organisations in the Lothians to further develop existing activity programmes for people with a disability.
2. Gather data on current inclusive provision across Edinburgh and the Lothians by contacting clubs and organisations.
3. Achieve a key contact in all clubs and organisations to develop a database of services that LDS can actively promote and signpost athletes too.
4. To increase club affiliations and to work closely with local clubs to identify support requirements.
5. Support the development of new disability specific clubs and support existing clubs to develop inclusive sessions.
6. Compile a mapped pathway for participation in sport and activity and update on an ongoing basis.

C: Training and recruitment

1. Liaise with delivery partners such as SDS on dates, tutors and arrangements for courses.
2. Promote courses to clubs and individuals.
3. Identify and recruit volunteers for clubs, activities and events, providing training as required.
4. Compile an annual education & training programme in partnership with LDS Committee and SDS.

D: Representing and communications

1. To represent LDS at appropriate seminars, conferences and meetings.
2. To assist in increasing awareness of the work of Lothian Disability Sport and to publicise the activities organised by the branch, including regular web site and social media updates.
3. Post promotional content onto the LDS Facebook and Instagram pages weekly.
4. Update the LDS website as required with the appropriate training.
5. To respond to enquiries from the general public.
6. To assist in producing publicity material as necessary.
7. To support fundraising initiatives by the LDS Management Committee

E: Governance and reporting.

1. The post holder will report to the chair of the management committee.
2. The post holder will communicate with the Chair and Vice Chair fortnightly on updates and developments of work areas.
3. The post holder will produce a monthly report showcasing the work completed and achievements recorded to the management committee.
4. The coordinator will attend and contribute to the LDS executive meetings.
5. Contribute to the LDS Annual Report.
6. Contribute to Development Planning sessions for LDS.
7. Attend committee sub-group meetings on specific areas, when appropriate, such as, Grants, fundraising, training, policy work and award submissions. Attendance to be agreed with LDS Chair.

Other

1. To work within designated budgets from the Chair, treasurer and the committee.
2. To carry out any other duties relevant to the post.

As a self-employed role, the post holder will invoice monthly for hours completed and LDS will pay directly to the post holder's account. The post holder will be responsible for managing their own tax requirements.

The post holder should provide a monthly invoice to the Chair and Treasurer with a breakdown of hours worked.

Person Specification

Factor	Essential	Desirable
Qualifications and Attainments	<ul style="list-style-type: none"> Education to Higher national diploma/certificate standard or equivalent. If no formal qualification, appropriate work experience will be considered Driver's Licence or access to transport and ability to travel across the region. 	<ul style="list-style-type: none"> Qualification in sports studies, education, management or administration Coaching qualification
Work and Other Experiences (in an employed or voluntary capacity)	<ul style="list-style-type: none"> Experience of working with children and/or adults with disabilities 	<ul style="list-style-type: none"> Proven working knowledge of disability sport Experience of working with partners and key stakeholders Experience of event management
Skills	<ul style="list-style-type: none"> Demonstrable interpersonal, skills Good verbal and written communication skills Experience of delivering presentations Sound organisational, planning and administration skills Competent with Microsoft word, excel, power point 	<ul style="list-style-type: none"> Experience of using social media as a tool for promotion
Disposition and Personal Qualities	<ul style="list-style-type: none"> Ability to work with others, motivate, provide direction and influence Ability to demonstrate confidence, empathy, enthusiasm and initiative 	<ul style="list-style-type: none"> Versatility and creativity Flexibility and adaptability
Special Aptitudes	<ul style="list-style-type: none"> Ability to undertake flexible working hours Ability to work as an effective team member Ability to be self-motivated and work using your own initiative 	<ul style="list-style-type: none"> Knowledge of roles and responsibilities of local authorities, leisure trusts and voluntary organisations
Other	<ul style="list-style-type: none"> Satisfactory references received Full Protection of Vulnerable Groups (PVG) Scheme Membership. Role requirement. Right to work in the UK, without additional home office approvals. Use of own laptop device, adhering to LDS policies on GDPR and security. Personal liability insurance for delivering activity sessions. 	

How to Apply

If you are passionate about making a difference and have the skills and experience outlined above, we would love to hear from you.

Please send your CV and a cover letter detailing your experience and interest in the role to chair@lothiandisabilitysport.co.uk.

Please also complete our Equality Monitoring Form [here](#).

The application deadline is **Friday 11th July 2025**. Interviews will take place in the week commencing 21st July 2025.

Lothian Disability Sport is committed to creating an inclusive environment and welcomes applications from all individuals, regardless of background.

As part of our commitment to inclusivity, Lothian Disability Sport offer a guaranteed interview for applicants who have a disability as defined by the Equality Act 2010 and who meet the minimum criteria set out in the job profile.

Should you require reasonable adjustments during the application period, please contact chair@lothiandisabilitysport.co.uk.