



Role: Club Coordinator (Self Employed)

Hours: 10 per week, £10,000 per annum (£14 per hour)

Hybrid working, fixed term: 3 year contract

Dundee Dragons Wheelchair Sports Club are looking for a passionate, hard working and adaptable individual to support the growth and development of the club in a newly developed Club Coordinator role. Our mission is to enable participants of all ages and abilities to experience the transformative power of sport.

The Club Coordinator will work closely with the club committee and session coaches to manage the day-to-day running of the club. Working arrangements are a mix of flexible/hybrid working, however attendance at (a minimum of) 2x club sessions per month, and occasional travel, evening and weekend work may be required. Club sessions are held in Dundee City.

To apply: Please read the person specification and role details below, then send a copy of your CV and covering letter to: contact@dundeedragons.net

We welcome, and actively encourage, applicants from diverse backgrounds especially from ethnically diverse, LGBTQ+ and disabled communities as well as those with lived experiences of tackling inequalities.

We believe diverse voices are instrumental in creating transformational change.

Role responsibilities:

- Coordination of events – tournaments, fundraisers and events for external partners, e.g schools, NHS etc.
- Development and maintenance of key relationships, both with funders, local partners and national sport organisations.
- Preparation, tracking and maintenance of funding bids.
- Management of club volunteers and student placements.
- Collaborative working with club coaches and volunteers to ensure weekly sessions are planned and delivered effectively.
- Undertaking club admin, such as tracking and managing club membership, and any national governing body affiliation requirements as needed.

Person Specification:

<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none">● Excellent communication skills, ability to motivate and work in a team● Ability to build and maintain inter-partnership relationships with key stakeholders	<ul style="list-style-type: none">● Knowledge of local partners and schemes which club operates within
<ul style="list-style-type: none">● Experience of project management/delivery	<ul style="list-style-type: none">● Experience of managing volunteers● Awareness of Volunteer Scotland’s best practice principles
<ul style="list-style-type: none">● Experience of working within sport and/or charity sector● An understanding of the principles of safeguarding	<ul style="list-style-type: none">● Experience of running a sports club● Experience of working within disability sport● A good understanding of the barriers and challenges disabled people face when trying to access sport and physical activity
<ul style="list-style-type: none">● Ability to use own initiative and work proactively as required	
<ul style="list-style-type: none">● Excellent IT skills	<ul style="list-style-type: none">● Comfortable using Microsoft 365 and Google workspace
<ul style="list-style-type: none">● Experience of writing funding applications, monitoring and evaluating requirements	<ul style="list-style-type: none">● Experience of budgeting

