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| **Date**  | **Revision Details** | **Revision by** | **Checked by**  |
| 13/02 20 |  | CR | RY |
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| **Job Number**  |  |
| **Job Title** | Pathways Manager (PM) |
| **Line Manager** | Chief Operating Officer (COO) |
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**Overview:**

The Pathways Manager (PM) will work together with the Chief Operating Officer (CEO) and TTS Board to plan, direct and implement the development of table tennis throughout Scotland. Their emphasis will be to build pathways into the sport allowing people to master their chosen environment. The Role will support the development of volunteers working in all capacities within the clubs and will encourage all players to become affiliated members of Table Tennis Scotland.

The PM will report directly to the Chief Operating Officer (CEO) of Table Tennis Scotland. The PM will work with the CEO, the Board, TTS staff and key volunteers to implement a joined-up approach that delivers the TTS 2019-23 plan strategy. The Postholder will also work with **sport**scotland staff and other Sports Governing Bodies Regional Development staff to build knowledge and networking to create opportunities for TTS to support the club and League network.

**Term:** Fixed term until 31 March 2022, with the intention of renewal.

**Core Responsibilities:**

Devise and execute an implementation plan for the development of table tennis throughout Scotland in line with the TTS long term outcomes defined in the Strategic Plan to March 2023, collecting and maintaining relevant management information and reporting progress against this. Specifically to include the following:

Develop a talent pathway system in line with the TTS Strategic Plan for:

* Coaches, officials, volunteers and players to develop within their chosen environment from grass roots to performance and aim for mastery within their field.
* Develop sub-committees to assist with strategic direction and develop successors to volunteer roles.
* Ensure the relationship with Scottish Disability Sport delivers:
	+ Strategies to attract more people with a disability to table tennis
	+ Create a network of Lead and accessible clubs to link closely with SDS branches
	+ Clear path for athletes/coaches/referees/volunteers with a disability to access all our activities.
* Attend & facilitate various meetings in the regions of Scotland to present on pathway plans and provide expertise to clubs, players, coaches that wish to grow and develop
* Act as TTS expert resource on club development providing guidance and leadership to the TTS board in relation to sports development. Attend Board Meetings where requested to do so.
* In partnership with the COO, develop initiatives and systems for a progressive increase in membership each year
* Support clubs to develop volunteers. Develop and if required deliver national programmes supporting clubs to be healthy and sustainable.
* Identify and work with focus clubs to ensure they can build and create a ‘sustainable’ club aligned with TTS core objectives.
* Promote table tennis activity to the communities around clubs
* Consult with the Tournament subcommittee to encourage new members to attend competitions and to assist in the development of new competitions for newer members – including Schools, Colleges and Universities that fit within a calendar that supports the pathways
* Form positive relationships with other Scottish Governing Bodies of sport and partner bodies to ensure that the governance and management of TTS is being conducted in such a way as to be defined as ‘best in class’. These relationships should focus on identifying areas of potential mutual benefit.
* Responsible for management and delivery against the relevant budgets providing regular financial updates to the Board and specifically to the COO & Director of Finance.
* Work with clubs to identify and pursue funding opportunities locally and nationally, supporting the clubs in writing a professional submission
* Attend relevant **sport**scotland Regional Sporting Partnership Meetings
* Promote good practice and successes of Scottish Table Tennis clubs using social and digital media channels.

**Time commitments:**

37.5 hours per week. The nature of the post means that hours will not regularly fall within a conventional working day and frequent evening and weekend work will be necessary to fulfil the purpose of the role.

**Remuneration:**

* Circa £30k fixed for 2 years with intention to renew.

**Qualifications and Experience** (D: Desirable E: Essential M: Mandatory by law)

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| **Qualification / Experience** | **D** | **E** | **M** |
| Degree or equivalent in sports development or related subject  |  |  |  |
| 4 year experience in sports development or similar role |  |  |  |
| Knowledge of table tennis and the Scottish sporting landscape |  |  |  |
| A good knowledge and experience of using Microsoft Office applications allowing analysis of performance information and ease of communication within the staff and board team.  |  |  |  |
| Driving licence and access to vehicle |  |  |  |

**Further Requirements and Personal Qualities**

* A sound knowledge of sports development theory and practice, combined with experience and knowledge of latest and best practice in coach education and development.
* Excellent written and verbal communication skills
* Personable and approachable, good networker, building and maintaining a range of internal and external relationships
* Effective management and interpersonal skills
* Proven planning and organisational skills
* Able to influence people and organisations with diverse interests to work towards a common objective.
* Enthusiasm to implement best practice in the continuing professional development of coaches, club officials and volunteers working in the sport.
* Experience in evaluation, quality assurance and accreditation systems including governance.
* Flexibility - this position will require the successful candidate to work some evenings and weekends throughout the UK.
* Current satisfactory disclosure