Job Description

ClimbScotland – Competition Officer

 0.5 FTE Contract

**The Role**

The Competition Officer role will be an essential part of the ClimbScotland programme, key to supporting the delivery of our current domestic competition programme as well as developing future climbing competition opportunities, in collaboration with the Scottish Climbing Wall Network (SCWN) and key partners.

**Job Context**

Mountaineering Scotland is the nationally recognised representative body for climbers, hillwalkers and ski tourers and it is also the governing body for competitive sport climbing in Scotland. As part of this, the ClimbScotland initiative focuses on climbing. This includes;

* Climbing competitions
* Outdoor climbing programmes – RealRock and Ready to Rock
* Development and National Squads programmes
* Partnership working – EDI / schools / youth groups

ClimbScotland’s Domestic Competition programme has grown over recent years. These competitions play a massive part the retention and progression of the next generation of young climbers, both in a recreational and performance capacity. There is also an increasing interest and demand for adult competitions, which we’d love to develop in collaboration with the Scottish Climbing Wall Network and key partners, to further develop competition opportunities for climbers in Scotland.

Part of this role will require working with our home nation counterparts, planning the wider national domestic competition programme, including the reviewing and developing future events.

This is the beginning of an exciting series of developments for 2024 and beyond. As such, ClimbScotland are looking for someone who is forward thinking, well organised and has an understanding and experience of climbing competitions. We need someone with a strong and passionate work ethic, a growth mindset and someone committed to their own development, as well as those around them. Working across multiple levels – from Mountaineering Ireland/BMC to volunteers/members – means we also need someone who is grounded, collaborative and able to build positive working relationships with sector partners (SCWN) as well as climbing facility management and staff.

We need a Competition Officer that has knowledge and experience of competitions, including formats and rules, and has ability and passion to develop, support and grow our volunteer workforce, which are critical to the successful delivery of our competition programme.

Mountaineering Scotland is committed to being an employer and volunteer organisation that recognises and encourages equal opportunities, diversity, inclusion and respect in the workforce, with employment conditions and practices that ensure all staff and volunteers are treated equitably. We particularly welcome applications from those who are significantly underrepresented in our sector, such as women, people with disabilities (including hidden disabilities) and individuals from Black and minority ethnic communities.

**Main duties and responsibilities**

* To work in collaboration with other Mountaineering Councils (BMC / Mountaineering Ireland) and the International Federations (IFSC / UIAA) to create an annual competition calendar of competitions that supports the talent pathway
* To manage the delivery of the Scottish competition programme liaising with climbing wall managers, route setters, Competition Coordinators and volunteers
* To continue the growth of a volunteer culture in the competitive Scottish climbing community amongst parents/guardians/climbers incorporating training opportunities and incentives. Establishing a volunteer pathway from fun comps to IFSC events
* Promote pathways in the sport including NICAS, NIBAS and Mountain Training skills courses and awards, and identify and encourage appropriate personal development opportunities for school and college staff and club volunteers
* Provide copy and visual content for ClimbScotland media on a regular basis based on activities undertaken

**Performance Measures**

Performance will be assessed by reference to the successful achievement of the activities and outcomes stated in ‘Key Responsibilities and Areas of Work’ described above and the achievement of targets defined in the annual operational plan.

**Person Specification**

Mountaineering Scotland is committed to selecting staff solely on the basis of their ability to do the job for which they are being recruited and welcomes applications from all sectors of the community.

**PERSON SPECIFICATION – EXPERIENCE & SKILLS**

**Essential Attributes**

* Experience of domestic climbing competitions (or equivalent through another sport)
* Hands-on experience with Microsoft Office and associated apps (Outlook/Word/Excel/Publisher/Power Point)
* Have the ability, confidence and willingness to use a range of social media platforms effectively to capture and promote the work of the organisations as well as reporting/sharing relevant news in the climbing community
* Excellent written and verbal communication skills, able to produce high quality copy and images for ClimbScotland website and magazine
* A self-starter who is able and willing to act as an enthusiastic ambassador for ClimbScotland and the sport of climbing
* Strong administrative skills with the ability to plan to maximize personal efficiency
* Willing to working evenings and weekends
* Ability to communicate effectively at different levels, creating positive working relationships to guide, support and influence; key partners, young people, parents/guardians and volunteers
* Full driving license and willingness to travel. Must have access to a vehicle for business use and appropriate insurance cover

**Expectation**

The post holder is expected to understand, and where appropriate, apply the policies and procedures contained in the Mountaineering Scotland Company Manual.

**Accountable to whom**

The post holder reports to the ClimbScotland Development Manager who is the line manager.

**Probationary Period**

The post is subject to the completion of a successful 3-month probationary period, which will be assessed on the basis of the Performance Measures stated above. The line manager will hold interim review meetings on a regular basis prior to the expiry of the probationary period.

**Working Hours & Remuneration**

This is a part time post at 0.5 full time equivalent position (FTE) working 18hrs 30mins per week, excluding lunch breaks. The FTE salary grade for the post is £23,265 up to £27,142 and the position on the scale will be negotiable on appointment depending on previous experience.

The duties require the post holder to work an unspecified number of irregular hours including evening and weekend work, in which case the post holder is entitled to time off on a one-for-one basis, to be agreed with the line manager.

The contracted place of work will be home/remote working as well as the requirement to come into the Perth Office when required due to the nature of the role.

Your entitlement to paid holiday will be 0.5 pro rata based on a full-time equivalent entitlement of 35.5 days, including 10.5 days public holidays and 25 days paid holiday each year increasing to a maximum of 38.5 days after 3 years.

**Additional Benefits**

* Flexible working hours with the potential for home working.
* Opportunity work from a modern refurbished office in central Perth.
* Generous annual leave and ability to claim reasonable expenses.
* Access to workplace pension with employer contributions matched up to 6%.
* Provision of Mountaineering Scotland branded clothing, access to pro deals on equipment and clothing.
* Free access to the Mountaineering Scotland skills training courses.
* Access to the ‘Cycle to Work’ scheme.

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| **Experience:** | **Essential/Desirable** |
| **Required Personal knowledge and abilities:** |  |
| Have knowledge and experience of event organisation and delivery | Essential |
| Must have a complete understanding of the rules of the competitions and the scoring systems | Desirable |
| Must be able to manage and supervise a volunteer workforce | Essential |
| Establish, develop and maintain positive working relationships with key partners | Essential |
| **Required Qualifications:** |  |
| Up to date First Aid certificate (Training will be provided if not in place) | Essential |
| **Skills & Abilities** |  |
| Excellent verbal and written communication skills, with a strong attention to details and strong IT/Social media skills | Essential |
| Effective and empathetic interpersonal skills that inspire confidence and trust | Essential |
| The ability to work flexibly and in accordance with the ClimbScotland calendar | Essential |
| Working away from home, with overnight stays both domestically and potentially internationally | Essential |
| A Clean Driving licence | Essential |
| **Child Well Being and Protection** |  |
| Membership to the Protecting Vulnerable Groups (PVG) Scheme (Will be provided if not already had) | Essential |
| Child Wellbeing and Protection in Sport Training (CWPS)(Will be provided if not already had) | Essential |