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1. JOB DETAILS:

Job Title:	Training & Development Officer
Accountable to:	Policy Manager
Location:	The post-holder will primarily work from our Glasgow office, which can be combined with some home-working. Training delivery and partnership working will involve travel to work in other areas in Scotland.
Hours:	15 hours per week with occasional evening and weekend work required.
Contract:	Two years fixed term initially, but with the potential to grow and develop the role further.
Salary:	£25,164 per annum pro rata
Entitlements:	The post holder will be entitled to 7 weeks annual leave per year which is inclusive of public holidays. They will also be automatically enrolled in our pension scheme. Other optional benefits include the Cycle to Work scheme and an employee store discount scheme.

2. JOB PURPOSE:

To help develop and expand the reach of the organisation's education and training offer, including delivering training, creating resources and promoting LEAP Sports' training, resources and services to the sport and physical activity sector and beyond.

3. MAIN AREAS OF RESPONSIBILITY

- To plan, deliver and evaluate LGBTIQ+ awareness in sport training for a range of sports and physical activity sector stakeholders, in both in-person and online settings.
- To work collaboratively to ensure that training is fully informed by, and reflects the lived experiences of LGBTIQ+ people.

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- To undertake, deliver, grow and develop the wider activities of LEAP Sports training offer.
- To undertake and contribute to the planning, development, production and evaluation of LGBTIQ+ positive learning resources
- To help develop and implement strategies for marketing and sales of the training and education offer of the organisation.
- To support the development of appropriate and cohesive relationships with existing and potential national and local delivery partners, in keeping with the collaborative working ethos of the organisation.
- To develop and maintain training materials such as manuals, handouts and presentations.
- To maintain records, produce reports and statistics and carry out other administrative tasks as necessary.

4. SCOPE

The post holder will report directly to the Policy Manager, and work with our team across Scotland.

5. PERSON SPECIFICATION:

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT
Qualifications / Training	<ul style="list-style-type: none"> ● Evidence of educational attainment beyond school 	<ul style="list-style-type: none"> ● Educated to degree level 	Application Form
Experience and knowledge	<ul style="list-style-type: none"> ● Experience of delivering training and/or education programmes ● Knowledge and understanding of equalities issues, issues affecting LGBTIQ+ people and issues pertaining to LGBTIQ+ inclusion in sport 	<ul style="list-style-type: none"> ● Has delivered training on LGBTIQ+ identities or issues ● Has experience of working on sport, physical activity or similar topics 	Application Form
Skills	<ul style="list-style-type: none"> ● Able to apply equalities and LGBTIQ+ knowledge in a practical and understandable way. ● Excellent communication skills, able to communicate with a variety of stakeholders at different levels ● Can be responsive and adaptive to the needs of learners, including the ability to simplify complex ideas and respond effectively to 	<ul style="list-style-type: none"> ● Writing evaluation reports 	Application Form / Interview

	<p>questions or themes as they emerge</p> <ul style="list-style-type: none"> • Can effectively design, deliver and evaluate high quality learning programmes and resources • Digital skills in online packages (e.g. powerpoint, canva, zoom) 		
Values	<ul style="list-style-type: none"> • Able to align and work to LEAP Sports values • Belief in the role of sport and physical activity as integral to our health and wellbeing • Able to underpin your work by the experiences of LGBTIQ+ people • Enjoys collaborative working such as in the creation of training and resources. 	<ul style="list-style-type: none"> • Proactively seeks personal and collegiate development opportunities 	Interview
Personal Qualities	<ul style="list-style-type: none"> • Ability to work autonomously and independently 	<ul style="list-style-type: none"> • Enthusiastic about sport 	Application form, interview

6. RECRUITMENT TIMELINE

27th September	Job Advertised
30th October	Closing Date
5th November	Applicants will be informed
11th November	Interviews

The recruitment process will be handled by Helena Thomas who can be reached at helena@leapsports.org Please direct all enquiries via Helena.