



## Education and Training Officer

Inclusive Skating are looking for a team-focused, organised and proactive **Education and Training Officer**, with exceptional interpersonal skills and demonstrable strengths in organisation to support the delivery of education and training to embed inclusion throughout the physical activity (and sport) opportunities provided by Inclusive Skating within the UK and on occasion globally. This role is a key part of developing an inclusive workforce that champions inclusion and developing inclusive pathways for disabled people within the sport of skating. Inclusive Skating is an SQA approved education centre and the role will require the successful candidate to manage the approved coaching qualifications and deliver zoom sessions and mentoring for candidates both on-line and at skating camps.

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### Responsible to:

Chair

### Location:

Flexible/ home-based with some travel within the UK

### Salary:

£26,000 pa (Pro Rata)

### Hours:

7 to 17.5 hrs/week ( 0.2 to 0.5 part-time) with flexibility for job-share etc

### Contract:

12-Months (with possibility to extend, dependent on resources).

### Travel:

Some travel within the UK is desirable to this role (where required)

**Closing Date:**

1<sup>st</sup> November 2024

**Interview Details:**

Interviews will be held online, time will be confirmed with each short-listed candidate. The interview will be held virtually (held via Zoom)

**The Opportunity:**

The role will support the delivery, and development of inclusive education and training to embed inclusion throughout physical activity (and sport) opportunities. This will include coordinating the delivery of National education and training programmes within and administer the booking and enrolment process. Administration of the education and training opportunities, and the tutor workforce will be the core of the post holders work programme.

Experience of administration and being highly organised is essential for this role, as well as being passionate about learning opportunities and a desire to make a difference. Being creative and using own initiative to problem solve will be advantageous, as supporting the development of new learning resources and troubleshooting learner issues will be a central component of the work programme.

The successful applicant will be a key member of the Inclusive Skating team, as well as building strong relationships with key partners. A personable, creative, and conscientious candidate, who can communicate effectively with a range of individuals, and is keen to play a part in inclusion would be well suited to this role.

This is an opportunity to join an ambitious, creative, resourceful, incredibly committed team whose shared purpose is to advocate for an inclusive approach within the sector. This is a key role within the Inclusive skating team and will be a valuable part of creating inclusive cultural change.

**Why apply for this role:**

- Work for an equitable and diverse employer as part of an ambitious, creative, resourceful, incredibly committed team
- Be involved with delivery of education and training to support and influence inclusive delivery
- Culture guided by inclusive behaviours, policies and procedures

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**Benefits**

- Competitive salary
- Great annual leave allocation. Full-time staff on permanent contracts receive 25 days, increasing by 1 day annually up to a total of 30 days, plus statutory holidays in Scotland. As a 0.5 part-time contract, the successful applicant can expect 12.5 days

annual leave, plus statutory holidays in Scotland and will be adjusted pro-rata according to the level of part-time contract.

- Branded team kit
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### **How to apply?**

You are asked to provide a cover letter and CV that outlines information relevant to your experience and the details of the post outlined in the Role Description.

We will work with all candidates and employees to ensure that they are supported to perform to their full potential.

Applications should be submitted to [contact@inclusiveskating.org](mailto:contact@inclusiveskating.org)

For further information or an informal discussion please either:

**Email:** [margarita@inclusiveskating.org](mailto:margarita@inclusiveskating.org)

**Phone:** Margarita Sweeney-Baird 07813993237