



#TeamFVDS

#INSPIRE

Forth Valley Disability Sport – VACANCY with #TeamFVDS

We are excited to announce that we are recruiting for a **BRANCH COORDINATOR** for our forward-thinking, inclusive and values-driven charity.

Salary: **£33,000 per annum (£25,080 pro rata) & 5.5% pension contribution**

Hours: **30 hours per week, additional hours & overtime by negotiation**

Contract type: **Initial 2-year contact with possibility to extend**

Hybrid working – Locations across Clackmannanshire, Falkirk and Stirling

Job Application Deadline: Sunday 3rd August

Interviews: TBC

OUR Vision

Enhancing life chances for people with disabilities across Forth Valley through sport and physical activity.

OUR FVDS Values: We will INSPIRE

- Inclusion
- Nurture
- Support
- Progressive
- Integrity
- Respect
- Equity

OUR Mission

Through a collaborative, aspirational and inclusive approach with key partners, **we will create opportunities, develop people and build a sustainable network** across Clackmannanshire, Falkirk and Stirling.

Please provide a detailed covering letter outlining your skills, qualities, experiences and suitability, along with an up-to-date CV with 2 suitable references.

Applicants should email Forbes Maginnis (Chairperson) for more information or informal discussion.

Chairperson@fvds.org.uk

About Forth Valley Disability Sport

Forth Valley Disability Sport (FVDS) is a dynamic, inclusive organisation dedicated to empowering people with disabilities across Clackmannanshire, Falkirk, and Stirling through sport and physical activity.

Our new vision, '**Enhancing life chances for people with a disability across Forth Valley through sport and physical activity**' drives everything we do. We are proud to champion #TeamFVDS values that reflect our passion and purpose: Inclusion, Nurture, Support, Progressive Thinking, Integrity, Respect, and Equity.

FVDS is building a future where everyone, regardless of ability, can thrive, compete, and connect through sport. Together, we're breaking down barriers and creating opportunities for all to shine.

Forth Valley Disability Sport in summary

FVDS is committed to creating inclusive opportunities for people with disabilities across Clackmannanshire, Falkirk, and Stirling local authority areas.

Vision: Enhancing life chances for people with a disability through sport and physical activity.

Mission: To lead, support, and connect individuals and communities, ensuring accessible, high-quality sporting opportunities for all.

Values: Inclusion, Nurture, Support, Progressive Thinking, Integrity, Respect, and Equity.

FVDS empowers individuals to achieve their potential, promotes equality, and builds stronger, healthier communities through the power of sport.

Job Purpose

The Coordinator at Forth Valley Disability Sport plays a pivotal leadership role in the strategic design, implementation, and continuous evaluation of inclusive sport and physical activity programmes across Clackmannanshire, Falkirk, and Stirling.

Central to the role is the coordination, development, and delivery of a wide range of high-quality initiatives that are responsive to the needs of children, young people, and adults with physical, learning, or sensory disabilities.

The Coordinator works collaboratively with partners and stakeholders to ensure programmes are inclusive, sustainable, and aligned with FVDS's vision of enhancing life chances through sport. Ongoing impact measurement and evidence-based improvements are key to driving innovation and demonstrating the value of this work across the Forth Valley area.

Key Responsibilities – High level overview

- Coordinate, monitor and deliver the Forth Valley Disability Sport (FVDS) programmes in physical activity and sport for all children, young people and adults with physical, learning and sensory disabilities
- Manage, coordinate and deliver the Annual FVDS Calendar of Events and Holiday provision, alongside team management for National events.
- Project management of events (Charity Evenings, Fundraisers and our Annual General Meeting and Awards Ceremony) to ensure appropriate celebrations of success
- Influence, develop and support partnership working across key areas such as FVDS volunteers and youth committee, Scottish Disability Sport, sports-specific Scottish Governing Bodies (SGBs), sportscotland, Active Schools, Sports Development and Community Sports Hubs, NHS and Educational Establishments and local authority Support Provisions
- Influence inclusion through support and challenge of Third Sector, Local Authority and associated Educational Establishments, community groups and wider organisations in physical activity and sport for FVDS community.
- Manage and deliver the FVDS Lottery-Funded 'Stepping Out' project including but not exhaustively; Inclusive Cycling programmes, Fun Fitness and Multisports
- Support the administration of the Forth Valley Disability Sport Grant aid scheme in consultation with Treasurer and Chairperson
- Support the Forth Valley Disability Sport Branch Leadership Team (BLT), and Board of Advisors (Committee), specifically with administration, ongoing operational leadership and management including any additional tasks as directed by the BLT

- The Coordinator will play a crucial role in supporting FVDS funding applications their funding applications and fundraising efforts in accordance with OSCR guidelines and procedures – specifically around evidence of impact, strategic direction, signposting to funding opportunities and being part of the team who complete funding applications (including sourcing potential funding opportunities)
- Support Scottish Disability Sport as a partnership Branch including membership of Professional Officers’ Group and others as directed.
- Ensure high quality, consistent and high impact Social Media Campaign - Manage and promote FVDS programmes and services across social media platforms and the FVDS website
- To Administer FVDS PVG scheme for BLT, Committee and volunteers in consultation with Safeguarding Officer
- To identify and promote Government schemes which are designed to benefit young people (Advocacy Role) •
- To ensure the general safety of all FVDS Service users and associated stakeholders (including public) by implementing robust Health and Safety Guidance
- Operational Management of FVDS internally appointed staff in liaison with BLT
- Any other duties as may be considered appropriate for this post and in line with needs of the organisation.

Knowledge, skills and Experience

- **Interpersonal skills. Our Values #INSPIRE and we expect the same of an FVDS Coordinator. Inclusion, Integrity, Care and an unconditional positive regard are non-negotiable. FVDS believe in people, and our coordinator must embody these values.**
- Relevant qualifications; desirable to Degree level **or equivalent experience** working within Disability and/ or Equality sectors
- Experience of managing, coordinating or delivery of physical activity and sport programmes and or events
- Passionate about disability sport and experience working with children, young people and adults with a disability.
- We are a Microsoft 365, OneDrive, Teams platform organisation – we require a high level of ICT abilities and being able to manage devices for the BLT is critical
- Knowledge of disability sport, pathways and partnerships locally, regionally and nationally
- Exceptional organisational, planning and administrative skills
- Excellent communication, presentation and interpersonal skills
- Self-motivated - can work on own initiative as well as part of a team
- Full driving licence and access to own vehicle

Person Specification including Essential and Desirable Criteria

Forth Valley Disability Sport needs an inclusive, person-centred employee to drive our vision of empowering individuals with disabilities through sport. This role ensures programmes are tailored, impactful, and accessible—promoting equity, nurturing potential, and strengthening community connections across Forth Valley through compassionate leadership and a deep understanding of diverse needs.

Factor	Essential	Desirable
Qualifications and experiences	<ul style="list-style-type: none"> • Education to SCQF 7 (HNC), SCQF 8 (HND), SCQF 9 (UG Degree) would be expected • If educated to below SCQF 7, alternative experiences would be considered as part of a holistic approach • Driving Licence and access to own transport. 	<ul style="list-style-type: none"> • Qualification in sports studies, education, management or administration • Coaching qualification • Minibus Qualification (D1 & MIDAS)
Work and Other Experiences (in an employed or voluntary capacity)	<ul style="list-style-type: none"> • Experience of working with children and/or adults with disabilities • Experience of managing volunteers/staff 	<ul style="list-style-type: none"> • Proven working knowledge of disability sport • Experience of working with partners and key stakeholders • Experience of event management • Experience of project management
Skills	<ul style="list-style-type: none"> • Demonstrable interpersonal, skills • Excellent verbal and written communication skills • Experience of delivering presentations • Excellent organisational, planning and administration skills • Confidence and competence with MS 365, OneDrive and Digital technology to enhance working procedures 	<ul style="list-style-type: none"> • Experience of using social media as a tool for promotion and engagement • Managing social media platforms • Experience of evaluative writing for funding applications • Experience of tracking and monitoring impact • Experience of evaluating an ongoing Improvement Plan
Disposition and Personal Qualities	<ul style="list-style-type: none"> • Ability to work with others, motivate, provide direction and influence • Ability to demonstrate confidence, empathy, enthusiasm and initiative 	<ul style="list-style-type: none"> • Versatility and creativity • Flexibility and adaptability
Special Aptitudes	<ul style="list-style-type: none"> • Ability to undertake flexible working hours • Ability to work as an effective team member • Ability to be self-motivated and work using your own initiative 	<ul style="list-style-type: none"> • Knowledge of roles and responsibilities of local authorities, leisure trusts and voluntary organisations
Other <ul style="list-style-type: none"> • Satisfactory references received • Full Protection of Vulnerable Groups (PVG) Scheme Membership. Role requirement. • Right to work in the UK, without additional home office approvals. 		

Applications should be sent to Forth Valley Disability Sport Chairperson
Details at top of pack.