



Scottish Disability Sport (SDS) Job Description

Location:	Scottish Disability Sport (SDS) Head Office, Caledonia House, South Gyle, Edinburgh, EH12 9DQ Hybrid working may be considered
Job Title:	Engagement Officer
Salary:	£30,000+ per annum (dependent on experience & pending pay review)
Type of Position:	Full-time, permanent (37.5 hours per week) <i>Flexible working will be considered</i>
Reports To (Title):	Engagement Manager
Direct Reports:	None
Date:	June 2026

ABOUT SCOTTISH DISABILITY SPORT

Scottish Disability Sport (SDS) is the national governing body for disability sport in Scotland. SDS is a values-led organisation and staff, board and volunteers are expected to demonstrate the values listed below.

- Inclusion
- Respect
- Integrity
- Ambition

We lead and influence the development of inclusive sport and physical activity opportunities for people with physical, sensory and learning disabilities across Scotland and the UK to achieve our vision and mission below.

Vision

Sport and physical activity in Scotland are welcoming and inclusive for participants with disabilities.

Mission

Through strong leadership and effective partnerships, we will engage and sustain participants, support athlete progression and influence change.

JOB SUMMARY

The Engagement Officer is responsible for supporting the implementation of the SDS Engagement Plan across Scotland.

Reporting to the Engagement Manager, the post holder will also be responsible for signposting participants to local opportunities and for the design, development and delivery of an annual programme of high-quality events, including the SDS National Championships and engagement events with local and national partners.

The Engagement Officer is a key member of the SDS staff team who will work collaboratively with others to implement the SDS Strategic Plan.

This role requires excellent planning, organisational, communication and IT skills, with the ability to work independently and collaboratively in a dynamic environment.

JOB RESPONSIBILITIES & ACCOUNTABILITIES

PLANNING

- Contribute to the development of SDS strategic plans and associated annual action plans.
- Support the planning, delivery and monitoring of the SDS Events Programme, including the National Exhibition Event, National Championships, Parasport Festivals, Engagement Events and Annual General Meeting.
- Support the reporting of progress against the SDS annual operational plan and engagement plan to the SDS Board and associated Subgroups.
- Further develop the network of volunteers to support the SDS annual events programme.
- Identify and meet the development needs of officials and volunteers.
- Develop a network of local contacts to support the signposting of participants to sport and physical activity opportunities.
- Support robust data gathering processes to measure impact and support planning.
- Support the analysis of data to evidence impact, understand the demographics of participants and athletes and inform the strategic development of future engagement events.
- Support participants with disabilities to transition to physical activity and sport opportunities via the referral system.
- Ensure the well-being and protection of participants and athletes are considered within the planning of all events in line with SDS policies and procedures.

LEADERSHIP

- Provide support to local and national partners to meaningfully include people with disabilities in their engagement and pathway events programme.
- Support SDS Member Branches, where required, to increase knowledge and expertise to deliver high-quality events.

- Support organisational planning processes, risk management, finance and operational reporting.

GOVERNANCE

- Ensure compliance with SDS policies, including finance, safeguarding and equality.
- Support HR processes, including onboarding, induction, training coordination, and systems administration.

PARTNERSHIPS

- Work with local partners to support the integration of the Parasport Festival Series into local development plans, where appropriate.
- Support the engagement of participants and athletes in the co-design of programmes and events.
- Develop and maintain strong relationships with local and national partners to support the engagement of participants.
- Support reporting to SDS funding partners as necessary.
- Represent SDS at any relevant meetings as required
- Undertake any other duties as appropriate to the post and the needs of SDS.

COMMUNICATION

- Maintain the events mailbox and support SDS events through effective administration and promotional material (e.g. use of Canva)
- Develop a standardised approach to communicating with volunteers and officials.
- Ensure effective communication internally and externally.
- Raise the profile of the continuing SDS Events Programme and recognise the achievements of participants, athletes, volunteers, coaches and officials.
- Influence the adoption of the Activity Inclusion Model by local and national partners.

OTHER

- Represent SDS at meetings, conferences and other events as appropriate.
- Undertake any other duties as appropriate to the post and the needs of SDS.

BUSINESS INTERACTIONS

- SDS Board of Directors
- SDS Senior Management Team
- Scottish Governing Bodies of Sport
- SDS staff and volunteers
- SDS Member Branches
- UK Disability Sport Partners
- Participants, athletes and players
- Partners across sport, education, health, the third sector, statutory and corporate organisations
- National, UK and international stakeholders

PERSON SPECIFICATION

EDUCATION & EXPERIENCE REQUIREMENT

Essential requirements:

- Educated to degree level or appropriate sector experience.
- Strong understanding of pathway development and coach and volunteer education.
- Proven experience in establishing, developing and maintaining strong partnerships.
- Excellent organisational and diary-management skills.
- Strong written and verbal communication skills.
- Experience in writing, developing and evaluating plans and reports.
- Experience in data gathering, analysis, and identifying trends.
- Working knowledge of disability sport and the needs of participants with disabilities.
- Satisfactory references received.
- Membership of the Protecting Vulnerable Groups scheme.
- Visa/right to work in the UK.

Desirable requirements:

- Driving Licence and access to a car.
- Degree in sports studies, education or management.
- Knowledge of the Scottish, UK Sport and the international para sport system.
- Experience working within a multi-disciplinary team.
- Experience of working in a sports governing body or voluntary organisation.
- Knowledge of the Scottish sporting landscape, including the role of **sportscotland**, Scottish governing bodies of sport, local authorities, and other national bodies.
- Knowledge and understanding of equality, diversity, inclusion and intersectionality.
- Knowledge and understanding of safeguarding legislation and requirements
- Experience in sourcing funding at the local and national level.

PERSONAL SKILLS & ABILITIES

- Proven leadership, teamwork and decision-making skills.
- Strong communication, motivational and interpersonal skills with a track record of working effectively as part of a team
- Strong time management, planning and organisational skills, with the ability to prioritise competing demands.
- Demonstrable negotiating and diplomacy skills.
- An ability to work under pressure and deliver results against set targets
- An ability to lead, influence, motivate and empower partners, staff and volunteers.
- Demonstrable negotiating skills.
- An ability to be solution-focused and have a positive outlook.
- Flexible, adaptable and responsive to change.

- An ability to demonstrate confidence, empathy, enthusiasm and initiative.
- Competent IT skills.
- Willingness to work flexible hours, including evenings and weekends.

MEASUREMENT OF PERFORMANCE - DELIVERABLES

- Successful delivery of the SDS strategic plan, annual operational plans and boccia development plan.
- Effective transition of a number of events to SGBs over a 1 – 3-year period.
- Effective communication processes in place with local authorities, trusts and governing bodies.
- Framework and systems in place to measure impact and success.e.g.
 - More local and national partners offering inclusive engagement and pathway events.
 - An increased number of volunteers from the corporate and voluntary sector.
 - An increased number of volunteers with disabilities.
 - Amount of funding secured
 - Number of participants and profile of participants
- Positive feedback from participants, staff, Board members, volunteers and external stakeholders.

TRAVEL REQUIRED

- Regular travel within Scotland.
- Occasional UK or infrequent international travel.

EQUALITY, DIVERSITY AND INCLUSION

Scottish Disability Sport (SDS) is committed to being an inclusive and equitable organisation where everyone is treated with dignity and respect. We actively welcome applications from people of all backgrounds and identities, including disabled people, people from ethnically diverse communities, LGBTQ+ people, and those from underrepresented groups within sport and physical activity.

We are committed to removing barriers to participation and employment and will make reasonable adjustments throughout the recruitment process and in the workplace. All appointments are made on merit, in line with the Equality Act 2010, and we are proud to be a disability-friendly employer that values diversity as a strength.

We specifically welcome applications from those with lived experience of disability.