



Scottish Disability
Sport

Recruitment of Communications Manager

Scottish Disability Sport

Photo Credit for Stephen McGuire Image: ParalympicsGB

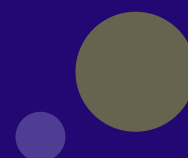




Scottish Disability
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Welcome

A message from our Chair



Sarah Pryde-Smith

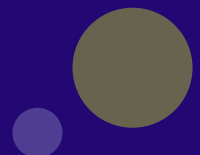
Chair, Scottish Disability Sport

Welcome and thank you for your interest in joining Scottish Disability Sport. We are passionate about creating opportunities for participants with disabilities people across Scotland to achieve their sporting potential.

Why SDS is a Great Place to Work

- Make a real difference to the lives of people with disabilities in Scotland
- Be part of a passionate, supportive and inclusive team
- Flexible working arrangements that support work-life balance
- Opportunities for professional development and growth
- Work alongside inspiring athletes, coaches and volunteers
- Contribute to Scotland's sporting success on the world stage

"We look forward to welcoming you to our team and working together to make sport accessible for everyone."



About Us

Scottish Disability Sport (SDS) is the national governing body for disability sport in Scotland. We are a National Partner of **sportscotland**, the governing body for boccia and a registered charity. We work to provide and develop opportunities for disabled people to participate in sport at all levels.

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.

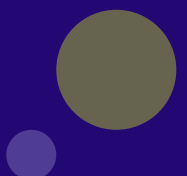
Values

INCLUSION Addressing the needs and aspirations of all individuals

RESPECT Considering different opinions and rights of all individuals: participant centred

INTEGRITY Underpinning all actions by what is morally right and honest

AMBITION Finding innovative and creative solutions



Communications Manager

Scottish Disability Sport

Scottish Disability Sport's Vision is that Sport and physical activity in Scotland are welcoming and inclusive for participants with disabilities

The Communications Manager is a key role of SDS's Management Team and is responsible for implementing the SDS Communications Plan.

Reporting to the Head of Policy and Public Affairs, the Communications Manager will lead and deliver targeted communications in a clear and engaging manner to enhance the visibility of aspects of SDS's work. The post will influence partnerships to embed inclusive communications practice in policy and strategy at a local, regional and national level.

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

Responsibilities will centre on leading, developing and implementing an effective communication and public relations service for Scottish Disability Sport.

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



Communications Manager

Scottish Disability Sport



Overview

Reporting to the Head of Policy and Public Affairs, the Communications Manager will lead and deliver targeted communications in a clear and engaging manner to enhance the visibility of aspects of SDS's work. The post will influence partnerships to embed inclusive communications practice in policy and strategy at a local, regional and national level.

Key Responsibilities

- Maintain, develop and implement a comprehensive communications strategy to enhance the visibility and impact of SDS programs and initiatives.
- Manage all public relations efforts, including press releases, media outreach, and responses to media inquiries.
- Oversee the creation and distribution of engaging content across digital platforms, including social media, the SDS website, and newsletters.
- Line manage, support and inspire the SDS Communications Officer (fixed term contract).
- Foster relationships with key stakeholders, including athletes, relevant organisations, sponsors, funders and community partners.
- Collaborate with internal teams and SDS members to ensure consistent messaging and alignment with organisational goals.
- Monitor and analyse communications metrics to assess the effectiveness of strategies and make data-driven improvements.
- Represent SDS at events and conferences, advocating for the organisation's mission and activities.

Communications Manager

Scottish Disability Sport

Person Specification

- Educated to degree level or appropriate sector experience – English, Communications, Journalism or similar is desirable.
- Proven track record in a communications role., preferably within the sports or nonprofit sector.
- Experience in managing and developing people, budgets and projects.
- Strong writing, editing, and verbal communication skills.
- Proven experience in establishing, developing and maintaining strong partnerships.
- Proven experience in managing change and making things happen.
- Demonstrated ability to create compelling content for diverse audiences.
- Proficiency in digital marketing tools and social media platforms.
- Passion for promoting inclusivity and accessibility in sports.
- Experience of devising and publishing content across a range of digital channels
- Experience in data gathering, analysis, and identifying trends.
- Working knowledge of disability sport and the needs of participants with disabilities.

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 lead, influence, motivate and empower partners, staff and volunteers.
- An ability to demonstrate confidence, empathy, enthusiasm and initiative.



Communications Manager

Scottish Disability Sport

Terms of Appointment

- **Salary:** £38,000
- **Holiday allowance:** 25 days plus 10.5 public holidays for full time roles.
- Discounted Edinburgh Leisure CAP Card
- Flexible working and family-friendly policies
- Luxury office accommodation with barista coffee and dining hall on site.
- Free parking at office

Process

- Applications will close on 16 Sep.
- Interviews will take place in Edinburgh on 25 Sep.

Due Dilligence

Due diligence will be carried out as part of the application process, which may include searches carried out via internet search engines and any public social media accounts.

How to Apply

You will find a full Job Description and Person Specification at our website.
Complete an application form online here or download an application form
here





Scottish Disability Sport



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