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**Disability Snowsport UK**

**Job Description**

**Role:** Development Officer, Scotland

**Location:** Aviemore, or remote with frequent travel to Aviemore. The post-holder will be expected to travel across Scotland to support community activity.

**Salary:** £20,000

Disability Snowsport UK is the UK’s leading adaptive snowsport charity. We offer unique opportunities for people with disabilities to access snowsport. There are an estimated 14 million disabled people in the UK and it’s our ambition to reach as many of these people as possible so that they can experience the unique health and social benefits of snowsport. We deliver adaptive ski lessons in centres across the UK, facilitate trips to Europe and the USA to teach skiing in an alpine environment; and provide a platform for disabled skiers to meet and participate in snowsports through our local groups.

**Scope of work**

Working with the Fundraising Manager and CEO, the Development Officer will develop and coordinate the delivery of local fundraising, outreach and other activities whilst offering support to local groups and ensuring that appropriate safeguarding and compliance practices are in place.

We are looking for an adaptable and proactive individual who is people-focused, possesses exceptional organisational and financial management skills, and who is committed to providing the best possible experience for disabled people.

**Key responsibilities**

* To coordinate and support the delivery of a calendar of fundraising and out-reach activities across Scotland.
* To work with local groups, volunteers, staff, and others to ensure the successful delivery of local activities.
* To apply to Trusts and grant awarding bodies to support DSUK activity.
* To ensure compliance with relevant DSUK policies and assist in educating staff and volunteers on policies, procedures and regulations that impact the delivery of local activities.

**Personal qualities:**

* Confident when communicating with and building relationships with a wide range of stakeholders.
* Flexible and proactive with a ‘can-do’ attitude.
* Passionate about equality and opportunity for all and committed to changing attitudes towards disability.

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**Person Specification**

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**Essential experience:**

* Excellent communication and interpersonal skills including written, verbal, and presentation skills in a professional setting.
* Practical experience of planning and delivering a variety of activities including fundraising, training, and outreach events.
* Proven planning and organisational skills with excellent attention to detail.
* Experience of financial planning and budgeting.
* Experience of establishing effective working relationships, partnerships and collaborations with a range of organisations and providers.
* Examples of self-motivation and the ability to work on your own initiative as well as part of a team.
* Experience of working in the third sector with a disability/accessibility organisation.
* Information management, e.g. CRM, website content, and social media.

**Desirable experience:**

* Confident in GDPR processes.
* Knowledge of Health and Safety issues, and statutory and other guidance on protecting vulnerable groups.
* Experience of working with a member organisation.
* A passion for snowsport.
* An understanding of issues facing disabled people and/or adaptive sports-based activities.

*Disability Snowsport UK is an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex/gender, disability, religion/belief, sexual orientation, gender reassignment, marital status or age.*