

Kinross Curling

Green Road
Kinross KY13 8TU



RECRUITMENT PACK

Membership & Community Engagement Officer

Part-time | 20 hours per week | £13.45 per hour

Applications close Sunday 20 September 2026

office@kinrosscurling.co.uk



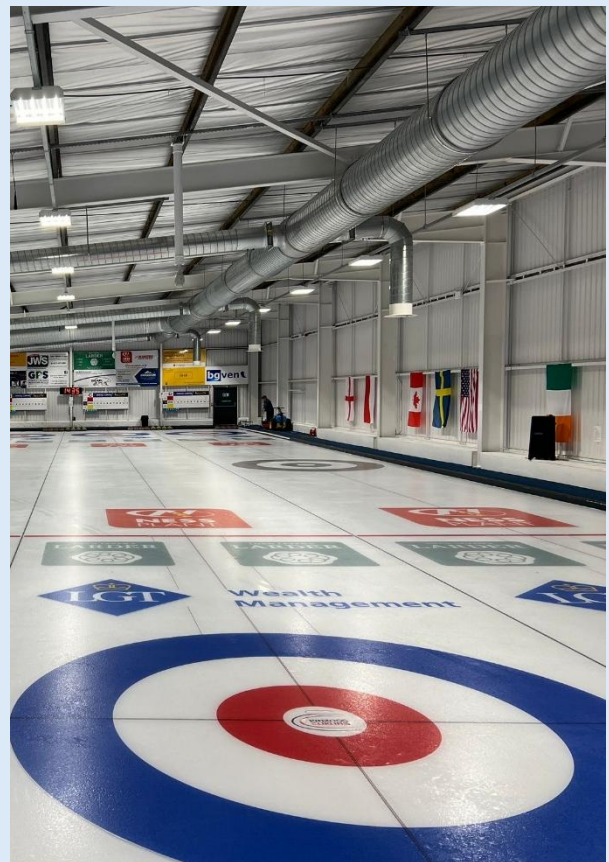
This post is funded by SportScotland

Join a Thriving Curling Rink

Are you passionate about sport, community, and helping people discover the joy of curling?

Kinross Curling Trust is looking for a Membership and Community Engagement Officer to help us grow participation and keep the club running smoothly behind the scenes.

This is a varied role that combines hands-on community work with the administration that holds it all together. You'll get to know our existing curlers and their needs, support our volunteers and coordinate their training, and build relationships with local schools and community groups to bring more people into the sport. Alongside this, you'll handle the day-to-day admin that keeps membership running well — maintaining accurate records, handling enquiries, and providing general administrative support to the rink.



If you're an organised, people-focused individual, who's as comfortable behind a spreadsheet as you are talking to people, and who enjoys building relationships while keeping things running efficiently, we'd love to hear from you.

**Join us and help grow curling in your community,
one member at a time.**

About Us

Kinross Curling Trust is a Scottish company limited by guarantee and a charitable trust responsible for the operation of the curling rink at Kinross through a Board of Trustees that reports annually to its members.

The rink provides ice for over 50 local clubs and around 800 curlers, ensuring opportunities for all ages and abilities. The café and bar provide a welcoming place to socialise after a game.

Our Mission

Keeping curling alive and thriving in Kinross, now and for years to come.

and for years to come.





Job Title

**Membership & Community
Engagement Officer**



Salary

£13.45 per hour



Employment

Part-time, working flexibly
averaging 20 hours per week



Reports to

Office Manager



Location

Home / Kinross Curling rink
as appropriate



Purpose

The Membership & Community Engagement Officer will work within the admin team alongside the Office Manager and Curling Development Officer, supporting both roles while developing new links with the community — with the aim of increasing participation in curling.

Responsibilities

- Act as the rink's PVG (Protecting Vulnerable Groups) ID Checker and maintain staff and coach records, ensuring qualifications and training are up to date and compliant with current regulations.
- Support the Office Manager with membership development and general rink operations.
- Get to know our local clubs and groups, supporting them as needed to grow their membership.
- Help deliver the Curling Development Plan and build links with schools, youth groups, sports clubs and disability groups to bring new people into the sport.
- Support the Curling Development Officer in the delivery of curling sessions for newcomers.
- Keep the website and social media up to date, using email marketing to grow and engage our curling community.
- Help develop new ways to keep our curlers informed, while ensuring all communications and record-keeping comply with GDPR.

Core Skills & Attributes

Planning and Organizing

Has strong organizational skills and the ability to manage multiple schedules and priorities at once.

Communication

Is able to communicate to people clearly and concisely, and can adapt to the needs of different audiences in a warm and welcoming manner.

Team Work

able to work collaboratively and supportively with colleagues to achieve shared goals.

IT Competency

is confident and competent using standard computer software, including email, spreadsheets, and word processing. Able to learn and adapt to new systems as required, and has good attention to detail.

Person Specification

Qualifications and Attainments

Essential:

- Good general standard of education, including numeracy, literacy and digital competency

Skills & Experience

Essential:

- Ability to work collaboratively with colleagues to achieve shared goals, communicating openly and offering support where needed
- Confident using standard software including email, spreadsheets, and word processing, and able to learn new digital tools and systems
- Strong organisational skills, with the ability to manage multiple tasks and deadlines
- Good written and verbal communication skills
- Attention to detail, particularly in record-keeping and compliance-related tasks

Desirable:

- Experience of website content management systems and/or online booking systems
- Ability to engage with the community and present curling as a health option
- Experience of participating in curling, or the willingness to learn

Personal Attributes

- Friendly, approachable, and welcoming manner.
- Self-motivated, with the ability to work independently and use initiative.
- Flexible and adaptable, able to cope with pressure and deadlines
- Comfortable working evenings and weekends when relevant.

How To Apply

Applications are required from candidates by Sunday 20th September 2026. Applications should include:

1. A short description of the candidate's relevant experience and qualifications.
2. An explanation of how you would propose to operate, what you see to be the challenges and what you would be able to bring to the role, including, the skills and abilities that you consider that you have.
3. The names and contact details of two people who would be prepared to provide a reference. We will not ask for references before the initial interview.



Applications should not be more than two pages long and should include details of how we can contact you. Applications should be returned to office@kinrosscurling.co.uk by the above closing date.

Interviews are expected to take place by the end of September.

Kinross Curling is an equal opportunity employer committed to creating an inclusive environment for all employees. We welcome applicants from all backgrounds to join our team.