JOB VACANCY · SALTIRE TEAM GYMNASTICS

Project Development Manager

Three-year post · Leading the club's campaign for a permanent home

Application deadline: 13/11/2026 **Interviews:** 25/26 November 2026

Salary: £11,960 per annum **Contract:** 3 years, 10 hours per week

Location: Tranent, East Lothian– flexible and hybrid working available

1 · About the Role

This is a new post created to lead the club through its most significant period of development, partially funded by Sport Scotland Saltire Team Gymnastics club are looking for a Project Development Manager to drive their ambition of a new gymnastics' facility forward.

The role is focused on moving the project from where it already stands - building on the site and the partnerships the club has in play, and taking them through feasibility, consents and delivery. Securing the right funding is an important part of that work, but it is one strand of a wider job: making the case for the facility, managing the relationships and professionals around it, and keeping the whole project moving.

Because the role begins before the money is in place, you will also be shaping the project itself – the case for support, the feasibility work, the partnerships and the governance that a capital project of this scale demands. You will be the link between the club committee, our coaches, instructors and volunteers, and the funders, public bodies and partners we need to bring on board.

2 · About the club

Saltire Team Gymnastics is a growing club with over 400 members, five staff and more than 20 self-employed coaches and volunteers. The membership continues to grow and demand for growth in the area is very high. We currently operate across four separate venues, where limited space and height restrictions cap what we can offer and waiting lists show demand we cannot meet. A new purpose-built facility would change that, bringing all activity under one roof and aiming tolift participation by at least 20% within the first year of opening.

4 · Key Responsibilities

Funding and Investment

- Identify, prioritise and pursue funding opportunities to move the project forward
- Lead the preparation and submission of grant applications, funding bids and supporting business cases
- Build and maintain relationships with funders, trusts, public bodies and philanthropic partners
- Manage funder correspondence, site visits, due diligence and any follow-up requested as bids progress
- Develop the case for support, including the evidence, financial modelling and projected impact that funders will expect
- Lead the facility project through planning and consent — including planning applications, change of use, and all liaison with the local authority — commissioning and managing the professional advisers the club needs
- Work alongside the club's solicitors and the landowner's representatives on heads of terms, leases, and other legal and property matters

Project Development

- Lead the facility project from feasibility and option appraisal through to the point of delivery
- Work alongside the club's solicitors and the landowner's representatives on heads of terms, alongside other legal and property matters
- Progress the site through planning and any other required consents, engaging the professional advice needed to support an application
- Appraise the options open to the club — site, design, procurement route and delivery model — and present them clearly to the committee
- Manage the programme, budget and risk register for the development phase
- Act as the club's point of contact for architects, contractors, surveyors, the local authority, funders and other partners
- Report progress, spend and issues to the committee on a regular, agreed cycle

Club Development and Governance (All points will be in partnership with current staff members)

- Develop and deliver a growth plan covering membership, programming and community reach
- Build on the club's existing inclusive provision, including baby gym, adult gymnastics and ASN gymnastics
- Strengthen the participation pathway from recreational gymnastics into competition, volunteering, coaching and officiating
- Review and align club policies, procedures and reporting structures so they are consistent across all activity
- Work with the club's welfare and safeguarding leads to ensure practices remain visible, current and applied consistently
- Support and develop our coaching, instructor and volunteer workforce, including training and succession planning

5 · Who We Are Looking For

This is a role for someone who can build a case and see it through — comfortable working with a funding application, a business case, a committee and a group of volunteer coaches, often in the same week. We are more interested in how you work than in a particular career path, but the following would help.

Essential

- Proven experience of securing funding through bids, applications or grant processes
- Experience of developing a business case, project plan or investment proposal
- Confident working with multiple stakeholders, including public bodies, funders, contractors and community groups
- Comfortable working with uncertainty, and able to appraise options and recommend a course of action
- Excellent written and verbal communication, and the ability to present a case clearly to a committee of volunteers
- Well-organised, self-directed and comfortable setting priorities across a varied workload
- A genuine commitment to inclusion, safeguarding and young people's development in sport

Desirable

- Experience of capital projects, facility development or major equipment procurement
- Experience of the planning process, sites and consents, or of working with landowners and their advisers
- Knowledge of funding bodies and grant processes relevant to community sport in Scotland
- Experience in sport, leisure, community education or the voluntary sector
- Experience of working with or within a charity, and of charity governance requirements
- Understanding of gymnastics or another participation-based sport

6 · What We Offer

- The chance to lead a once-in-a-generation step forward for the club — and to be the person who made it possible
- A salary of £11,960 per annum for a 10 hour per week post, on a three-year contract
- [Pension / holiday entitlement]
- Flexible working arrangements, including hybrid working where the role allows
- A warm, committed club community of gymnasts, coaches, volunteers and families behind the project

7 · How to Apply

To apply, please send your CV together with two or three paragraphs setting out why this role appeals to you and what you would bring to the project, to saltiredevelopment@hotmail.com by 13/11/2026.

We would also welcome a short conversation before you apply, if you would like to discuss the role informally, please contact Rachel Urquhart at saltiredevelopment@hotmail.com

Appointment is subject to PVG scheme membership and two references. Please note: this post is funded for three years / we are happy to discuss flexible working patterns.