



Communications Volunteer Sub-Group Role Description

Role Overview

Scottish Archery is the national governing body for Archery in Scotland. We strive to create an environment where everyone can reach their potential, whether as a competitor or in a volunteer role. This is an exciting time for Scottish Archery as we launch of our new Strategy. We have a small but dynamic team of staff and volunteers who are passionate, knowledgeable and experienced, and we are now in a position to expand the volunteers who support with the development of archery in Scotland.

We are now recruiting for several new sub-group volunteer positions as we restructure and refresh the current Scottish Archery working groups. If you are passionate about archery and being part of a small team working in a specific area to develop the sport, then read on or get in touch for an informal chat – we would love to hear from you!

Purpose

The purpose of the Communications Subgroup is to lead on enhancing the profile and visibility of archery to improve connectedness with our members and partners in line with our new 2025-29 strategy 'Supporting our Archery Community'.

Further to this, the group has a role in as acting as voice and representative of the members across Scotland. Also, the subgroup purpose is to represent members, influenced by member voice and aim to enhance member engagement across the full organisation.

Main Duties:

- Attend and contribute to sub-group meetings
- Contribute to the development of the sub-group action plan
- Complete any assigned actions in the timeframe as required within the action plan
- Contribute to monitoring the progress of the sub-group action plan
- Bring impartiality and objectivity to meetings and decision-making

Specific Responsibilities

Specific responsibilities may include:

- Represent members, give members a voice and aim to enhance member engagement
- Ensure our marketing and communications is aligned with our vision, mission, values and objectives as an organisation
- Ensure a strong feedback loop is in place for members to contribute to communication mechanisms.
- Look for new and innovative ways or ideas to engage members
- Ensure all communication platforms are accessible and as inclusive as possible



Experience

- No previous sub-group experience is required.

Skills and Abilities

- The ability to communicate ideas and to facilitate discussions.
- Approachable
- An ability to identify potential problems
- Impartiality and fairness

Time Commitment

- The average time commitment is 4 hours per month. This will include attendance at sub-group meetings (1 meeting every 4-6 weeks) and any actions assigned during meetings
- All meetings will be held online via Teams.

Additional

This role is accountable to the sub-group chair who will be the Club & Coaching Development Officer. Sub-group roles are non-remunerated and will be undertaken in a voluntary capacity. The role is open to members and non-members. The maximum time on sub-groups will be 3 years.

We welcome applications from people of all backgrounds and communities to ensure that Scottish Archery best represents the needs of our members and participants. If you would like to discuss any reasonable adjustments or requirements during the process, please state this in your application or contact **Lyndsay Noon** using the details below.

Volunteer Recruitment Process

- To apply – please complete the online form by following this link: <https://form.jotform.com/230363160835350>
- The application window will stay open until we have filled the roles.
- The successful applicant will be invited onto the sub-group after a successful selection process.
- Once appointed, new volunteers will take part in the Scottish Archery volunteer induction process.
- If you have any questions or would like to chat about any aspects of volunteering with Scottish Archery, please contact Lyndsay Noon lyndsay.noon@scottisharchery.org.uk , or call 07821 658 07