



Harmeny AC Club Development Officer

4 year contract

Salary – £3,674 – 8 hours per week

Harmeny Athletic Club is a well-established and successful athletics club based in the South West of Edinburgh. In the last 18 months, the club has increased its membership by 70% to 360 members – with both adults and junior members and the club is run almost entirely by volunteers.

An exciting opportunity has arisen within Harmeny Athletic Club for a Club Development Officer as part of the scottishathletics Club Together programme. Club Together is a fundamental project within Scotland's National Strategy for athletics, *Perform when it Counts*, placing a key focus on supporting the development of athletics clubs in the country.

The role will have a significant impact in the further growth and development of the club and the twin aspects of our vision of increasing participation and improving performance sit at the heart of everything we do - neither however is possible without athletics clubs playing their part.

This part time post (8 hours per week) is funded through a partnership between Harmeny Athletic Club, **scottishathletics** and sportscotland with the ongoing support of City of Edinburgh Council including the Active Schools Team and the South West Edinburgh Community Sports Hub. Club Together is exactly that – clubs, **scottishathletics** and local partners coming together to deliver once and for all a programme that will make the athletics vision happen.

Conditions of Employment

The successful candidate will be based in the South West of Edinburgh primarily at various schools and sporting facilities.

Salary

The starting salary offered for the post will be £3,674. Annual pay awards will be made in accordance with the salary review procedures agreed by the **scottishathletics** Board of Directors.

Hours of work

The person appointed will be expected to work for 8 hours a week. Due to the nature of the post, there will be a requirement to work evenings.

Pension

scottishathletics operates a qualifying group pension scheme for auto-enrolment purposes and will match the successful candidates' contribution up to a maximum of 6% of salary, including the legal minimum contributions required.

Annual Leave and Public Holidays

The annual leave entitlement for this post is 41 hours. In addition, the public holiday entitlement is 17 hours. Annual leave may be taken by prior arrangement with the line manager.

Probationary Period

All new members of staff will serve a six month probationary period before their appointment is confirmed.

Notice

This post carries a one month period to terminate employment after the satisfactory completion of the probationary period.

Application Process

Applications should be made by submitting the application form, covering letter (addressing how the applicant's skills and expertise fit with the job roles and person specification) and equal opportunities form, marked "private and confidential", to Francesca Snitjer, Executive Officer, (or email francesca.snitjer@scottishathletics.org.uk) at:

Scottish Athletics Ltd
Caledonia House
South Gyle
EDINBURGH
EH12 9DQ

The closing date for applications is **noon on Wednesday 15th November 2017** with interviews taking place on the late afternoon/ early evening of Monday 20th November 2017. Applications received after the closing date will not be considered.

Any offer of employment would be subject to a satisfactory PVG check and references.

scottishathletics is an equal opportunities organisation.

Downloads: 1. Application Form 2. Job Description 3. Person Specification 4. Equal Opportunities Form

