



scottishathletics Ltd

Information for applicants for the position of

Events Administrator

(37 hrs per week)

Salary circa £18,000

Introduction

"Perform When It Counts" is the strategy for **scottishathletics** – the Governing Body for Athletics in Scotland, covering the period 2015 to 2019. It is very deliberately positioned as a high level strategy providing aspiration, leadership, structure, and shaping the resources and work of **scottishathletics**. It builds on a successful phase of development and achievement from 2010 to 2014, with more success being achieved in 2015 and 2016.

Perform When It Counts is all about achieving and delivering excellence at all levels of athletics – for all, and across all disciplines of the sport. This integrated approach is central to the philosophy behind the strategy.

There are 152 athletic clubs in Scotland with a total membership of around 24,000. The clubs vary in size from small informal clubs with a handful of members to long-established clubs whose membership exceeds 600. Some clubs specialise in particular disciplines, and others cater for all aspects of athletics. In addition, there are 450 **jogscotland** groups and 30,000 members.

Our Vision

Perform When It Counts further details the role that **scottishathletics** will play in the period 2015 to 2019 to realise our Vision:

Lead, develop and deliver the athlete pathway in all communities in Scotland, ensuring that it:

- Provides opportunities for all in learning, competing and contributing – at the level that is appropriate for them
- Identifies and supports athletes with potential to perform on the world stage
- Supports strong and sustainable clubs at the centre of development and delivery
- Motivates and supports our coaching community to excel at all levels
- Provides the right competition at the right level within the right environment
- Recruits and retains more people within the athletics community – performing in all roles
- Is resourced, managed, and governed to an excellent standard

Staff

scottishathletics employs 27 members of staff and 26 Club Together Officers.

Conditions of Employment

The successful candidate will be based at the **scottishathletics** office at Caledonia House, South Gyle, Edinburgh EH12 9DQ.

Salary

The starting salary offered for the post will be circa £18,000 depending on the experience of the successful candidate. 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 37 hours a week. Due to the nature of the post, there will be a requirement to work at weekends, however this will be arranged in advance with your line manager and will take account of the normal, agreed hours of work.

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 25 days, increasing to 30 days after five years' service. In addition, the public holiday entitlement is 10.5 days. Annual leave may be taken by prior arrangement with the line manager.

Travel and Subsistence

The postholder may be required to travel to meetings within Scotland and occasionally in the UK. Travel and subsistence will be reimbursed at **scottishathletics** current rates.

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.

The Role and Responsibilities of the Events Administrator

Responsible to: National Events Manager

Responsible for: The day to day administration of events related services for **scottishathletics** and **jogscotland**

Key tasks will include:

- Administer the **scottishathletics** permit scheme for events across all disciplines, and work with commissions and colleagues to evolve the scheme to meet current/future requirements
- Maintaining accurate, up to date records of the levies and the provision of information to licensed event organisers
- Regularly update the event calendar, including website related administration
- In agreement with the National Events Manager, provide event delivery support at **scottishathletics** and **jogscotland** events, including on the day assistance
- Assisting with Championship event administration and logistics, involving sourcing and ordering of event supplies, effective planning and delivery and communication
- Act as the point of contact for Event Managers (permitted events) and support/direct accordingly
- Deal with general telephone enquiries
- Any other tasks as reasonably requested

Candidate Specification

FACTORS	ESSENTIAL	DESIRABLE
Qualifications and attainments	Experience of event planning and delivery, preferably within a sporting context	An understanding of event management within a sports organisation An understanding of Scottish Sport or athletics
Work and other experience	Experienced in computerised systems Liaison and management of volunteers	Understanding of relationships between Governing Bodies of sport and external partners
Skills	Sound administration and information technology skills Excellent interpersonal and communication skills	Experience of databases, Outlook, Word and Excel

	<p>Ability to multi task and work well to tight timescales whilst maintaining accuracy at all times</p> <p>Team player with ability to work well with others</p>	
Disposition and Personal qualities	<p>Enthusiastic, energetic, hard working and reliable</p> <p>Ability to work flexible hours</p> <p>Quick to learn and able to work with a minimum of supervision</p> <p>Holder of a current, full UK driving license and use of a vehicle</p>	A keen interest in sport

Application Process

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

scottishathletics Limited
Caledonia House
South Gyle
Edinburgh
EH12 9DQ

The closing date for applications is **12 noon on Wednesday 10th May 2017** with interviews taking place on Thursday 18th May 2017. Applications received after the closing date will not be considered.

scottishathletics is an equal opportunities employer.



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