



scottishathletics Ltd

Information for applicants for the position of

Performance Administrator

(15 - 20 hrs per week)

Salary circa £18,000 (pro rata)

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.

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 approximately 140 athletic clubs in Scotland with an estimated total membership of around 16,000. 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

The Scottish Athletics Office

scottishathletics employs 27 members of staff and 28 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 (pro rata) 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 between 15 - 20 hours a week, preferably 3 – 4 hours in each weekday. There may be a requirement for evening and weekend work, 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 full time positions is 25 days, increasing to 30 days after five years' service. In addition, the public holiday entitlement is 10.5 days. Annual leave entitlement for this post will be on a pro rata basis determined by the number of working hours agreed as part of the interview process. Annual leave may be taken by prior arrangement with the line manager.

Travel and Subsistence

The post holder 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 Performance Administrator

Responsible to: Director of Coaching

Responsible for: The provision of administrative and coordination functions to the Performance Team

Key tasks will include:

- To maintain and provide support to the Director of Coaching and members of the Performance Team in a comprehensive and confidential manner
- To ensure appropriate systems and processes are maintained to support effective and efficient day to day running of the Performance Team
- To effectively help plan and coordinate event days booking facilities, including contacting deliverers arranging travel and accommodation where necessary
- Be involved in the organisation and planning of the newly proposed coach education workshops in terms of promoting and taking bookings, to liaise effectively with the Performance Team to ensure we can deliver a valuable and worthwhile experience for coaches
- Organise the bookings of workshops and conferences on behalf on the Team, from inception to event management, budgetary control and invoicing
- Send out invitations to athletes and team coaches when selected for internationals including arranging kit, medical forms, travel and accommodation
- Respond and advise efficiently to all electronic and verbal enquiries for the Director of Coaching and Performance Team staff
- Provide and maintain reports, data, spreadsheets and files, as required to ensure efficient performance team operations
- Any other tasks as reasonably requested

Candidate Specification

FACTORS	ESSENTIAL	DESIRABLE
Qualifications and attainments	Higher Grade level in English and Maths or equivalent, or a minimum of three years appropriate work experience	Educated to HND level or equivalent
Work and other experience	Excellent IT experience, including Word, Excel and Outlook	Proven project experience Experience of databases
Skills	Excellent interpersonal and communication skills Ability to work and communicate with a diverse range of people, establishing and maintaining effective working relationships Ability to multi task and work to tight timescales whilst maintaining accuracy and attention to detail at all times	

	<p>Excellent organisational and administration skills</p> <p>Team player with ability to work well with others</p>	
Disposition and Personal qualities	<p>Enthusiastic, focussed, trustworthy and reliable</p> <p>Ability to work flexible hours</p> <p>Confident and able to work with a minimum of supervision</p> <p>Tactful and diplomatic maintaining confidentiality at all times</p>	A keen interest in Scottish athletics

Application Process

Application is by completion of an application form available from Dawn Allan on 0131 476 7336 or email dawn.allan@scottishathletics.org.uk

Completed applications should be marked private and confidential and sent to Dawn Allan (or emailed to dawn.allan@scottishathletics.org.uk) at

scottishathletics Limited
Caledonia House
South Gyle
Edinburgh
EH12 9DQ

The closing date for application is **noon on Friday 21st August 2015** with interviews taking place on Thursday 3rd September 2015.

Applications received after the closing date will not be considered.

scottishathletics is an equal opportunities employer.