



Club Manager – Aberdeen Amateur Athletics Club

4 year fixed term post

Salary - £9386 (18 hours per week)

If you are passionate about club development and have experience in working with volunteers and managing projects then this exciting new opportunity within Aberdeen Amateur Athletics Club could be for you.

As Club Manager, working alongside the board/ committee, membership and partners, you will provide day-to-day support for the leadership within the club. You will assist with the development and implementation of the club's business plan, ultimately moving the club toward a 7-day a week business. With a varied remit your role will include the development of policies and procedures, volunteer recruitment and development, finance and funding along with being the key link for communication with Aberdeen Sports Village.

Aberdeen AAC are a thriving, family friendly, athletics club catering for all from competitive athletes to those who want to keep fit. With a membership of over 300 the club provide opportunities in various disciplines from Road Running to Cross Country and Track & Field. To ensure that they provide a first class experience for all members, the club are currently recruiting for two new posts both of which focus on the development of the club and its services.

With flexible working hours, including evening and weekends, this part time post (18 hours per week) is funded through a partnership between Aberdeen AAC, Aberdeen Sports Village and **scottishathletics**. You will be an employee of **scottishathletics**, have annual leave entitlement and access to the group pension scheme.

Application Process

Applications should be made by submitting the application form, covering letter and equal opportunities form to **scottishathletics**. The application should be marked confidential and sent to:

Dawn Allan
scottishathletics Ltd
Caledonia House
South Gyle
EDINBURGH
EH12 9DQ

Or through email on: dawn.allan@scottishathletics.org.uk

Closing date for applications: 12 noon on Wednesday 2nd March 2016

Interviews to be scheduled: w/c 7th March 2016

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/ attachments

- Application Form
- Job Description and Personal Specification
- Equal Opportunities Form