



Business Development Officer – Shettleston Harriers

4 year fixed term post

Salary - £7, 163 (15 hours per week)

Shettleston Harriers is a club steeped in history, starting back in 1904, a thriving, family friendly athletics club catering for all from competitive athletes to those who want to keep fit. With a membership of over 350 the club provides opportunities in various disciplines from Road Running to Cross Country and Track & Field. Arguably the most famous Harriers of all time were to follow in the 1970s and 80s with Lachie Stewart and Nat Muir. Lachie winning Gold in the 1970 Commonwealth games in Edinburgh and Nat dominating the Cross Country and road scene both in Scotland and the UK. The appeal of Shettleston Harriers is epitomised by the fact that although the club remains rooted in the East of Glasgow, membership is far and wide, not only in Scotland but now around the world.

Scottishathletics in partnership with Shettleston Harriers and Glasgow Sport wish to recruit a passionate Business Development Officer to lead and work alongside the committee of Shettleston Harriers, its membership and partners. You will provide day-to-day support for the leadership within the club specifically leading on the implementation of the club's business plan, ultimately developing a governance model for the club and move toward a 7-day a week business.

As Business Development Officer you will create and develop the clubs policies and procedures whilst keeping an athlete and volunteer centred approach. You will have a passion for working with volunteers and managing projects.

With flexible working hours, including evening and weekends, this part time post (15 hours per week) is funded through a partnership between Glasgow Sport, Shettleston Harriers and **scottishathletics**. You will be an employee of **scottishathletics**, have annual leave entitlement and access to the group pension scheme.

If you feel you can make a difference to a hugely successful club with access to some of the best Athletics facilities in the UK including the Commonwealth Games track at the home of Shettleston Harriers. Whilst working and living in a City that has delivered the best Commonwealth Games ever including being ranked 8th in the World as an Ultimate Sport City by SportBusiness, we want to hear from you.

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:

Mark Munro
scottishathletics Ltd
Caledonia House
South Gyle
EDINBURGH
EH12 9DQ
Or through email on: mark.munro@scottishathletics.org.uk

Closing date for applications: **noon** Friday 1 April 2016

Interviews to be scheduled: w/c 18 April 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