



### **Pitreavie Amateur Athletic Club – Club Together Officer**

**2 years 5 months contract**

**Salary – circa £8,695 - 19 hours per week**

An exciting opportunity has arisen within Pitreavie Amateur Athletic Club for a Club Together Officer. 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 growth and development of the club and the twin aspects of our vision of increasing participation and performance sit at the heart of everything we do - neither however is possible without athletics clubs playing their part.

This part time post (19 hours per week) is funded through a partnership between Pitreavie Amateur Athletic Club, **scottishathletics** and Fife Council. Club Together is exactly that – clubs, **scottishathletics** and Local Authority 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 at Pitreavie Athletics Centre, Pitreavie Playing Fields, Queensferry Road, Dunfermline, KY11 8PP.

### **Salary**

The starting salary offered for the post will be circa £8,695 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 19 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 96 hours. In addition, the public holiday entitlement is 40 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](mailto:francesca.snitjer@scottishathletics.org.uk)) at:

Scottish Athletics Ltd  
Caledonia House  
South Gyle  
EDINBURGH  
EH12 9DQ

The closing date for applications is **noon on Monday 6<sup>th</sup> November 2017** with interviews taking place on the evening of Wednesday 15<sup>th</sup> 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



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