

Livingston AC Club Business Officer

4 year contract

Salary – £5,850 per annum – 10 hours per week

Livingston Athletic Club is a well-established and successful athletics club based in West Lothian. The club has a membership of 290 catering for both adults and junior members – and this represents a 150% growth in membership over the last three years.

An exciting new opportunity has arisen within the Club for a Club Business Officer – a post which will have a significant impact in the further growth and development of the club. The Club Business Officer role will provide day-to-day support to the Club Board, focusing on the development and delivery of the club's business/development plan and providing a strong and clear governance model for the club, to ensure that a vibrant athletics club sits at the centre of sustainable athletics development within the community.

This part time post (10 hours per week) is funded through a partnership between Livingston Athletic Club, West Lothian Council, **scottishathletics** and **sportscotland** – and is part of the **scottishathletics** Club Together programme. 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. Club Together is exactly that – clubs, **scottishathletics** and local partners 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 in the West Lothian area primarily at Craigswood Sports Centre.

Salary

The starting salary offered for the post will be £5,850 per annum. 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 10 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 51 hours. In addition, the public holiday entitlement is 21 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) at:

Scottish Athletics Ltd
Caledonia House
South Gyle
EDINBURGH
EH12 9DQ

The closing date for applications is **noon on Thursday 14th December 2017** with interviews taking place on the afternoon/evening of Monday 18th December 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 and Person Specification 3. Equal Opportunities Form

