



Pitreavie Amateur Athletic Club – Club Together Officer

2 years 2 months contract

£5,510 - 12 hours per week

(Minimum of 12 hours per week and up to maximum of 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 (minimum 12 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 £5,510 (based on 12 hours per week) 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 a minimum of 12 hours a week. There will be an opportunity, depending on the candidate's experience and desire, to work up to a maximum of 19 hours per week. The opportunity for additional hours will be based on delivering coaching sessions – this is desirable however not essential – please see job description for full details.

Due to the nature of the post, there will be a requirement to work evenings and weekends.

Pension

scottishathletics operates a qualifying group pension scheme for auto-enrolment purposes and will match the successful candidate's contribution up to a maximum of 6% of salary, including the legal minimum contributions required.

Annual Leave and Public Holidays

The annual leave entitlement, based on 12 hours per week, for this post is 61 hours. In addition, the public holiday entitlement is 26 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 Friday 16th March** with interviews taking place on the evening of Wednesday 21st March 2018. 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

