



**scottishathletics Ltd**

**Information for applicants for the position of**

## **National Club Manager**

**(37 hrs per week)**

**Salary circa £32,000**

### **Introduction**

“Perform When It Counts” is the strategy for **scottishathletics** – the Governing Body for Athletics in Scotland, covering the period 2015 to 2019. It is very deliberately positioned as a high level strategy providing aspiration, leadership, structure, and shaping the resources and work of **scottishathletics**. It builds on a successful phase of development and achievement from 2010 to 2014.

Perform When It Counts is all about achieving and delivering excellence at all levels of athletics – for all, and across all disciplines of the sport. This integrated approach is central to the philosophy behind the strategy.

There are approximately 152 athletic clubs in Scotland with an estimated total membership of around 18,000. The clubs vary in size from small informal clubs with a handful of members to long-established clubs whose membership exceeds 600. Some clubs specialise in particular disciplines, and others cater for all aspects of athletics. In addition, there are 450 jog**scotland** groups and 30,000+ members.

### **Our Vision**

Perform When It Counts further details the role that **scottishathletics** will play in the period 2015 to 2019 to realise our Vision:

Lead, develop and deliver the athlete pathway in all communities in Scotland, ensuring that it:

- ✓ Provides opportunities for all in learning, competing and contributing – at the level that is appropriate for them
- ✓ Identifies and supports athletes with potential to perform on the world stage
- ✓ Supports strong and sustainable clubs at the centre of development and delivery
- ✓ Motivates and supports our coaching community to excel at all levels
- ✓ Provides the right competition at the right level within the right environment
- ✓ Recruits and retains more people within the athletics community – performing in all roles
- ✓ Is resourced, managed, and governed to an excellent standard

## **Staff**

**scottishathletics** employs 27 members of staff and 30 Club Together Officers.

## **Conditions of Employment**

The successful candidate will be based at the **scottishathletics** office at Caledonia House, South Gyle, Edinburgh EH12 9DQ. However, there can potentially be some flexibility over the working location for this role.

## **Salary**

The starting salary offered for the post will be circa £32,000 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 37 hours a week. Due to the nature of the post, there will be a requirement to work evenings and weekends, however this will be arranged in advance with your line manager and will take account of the normal, agreed hours of work.

## **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 25 days, increasing to 30 days after five years' service. In addition, the public holiday entitlement is 10.5 days. Annual leave may be taken by prior arrangement with the line manager.

## **Travel and Subsistence**

The postholder may be required to travel to meetings within Scotland and occasionally in the UK. Travel and subsistence will be reimbursed at **scottishathletics** current rates.

## **Probationary Period**

All new members of staff will serve a six-month probationary period before their appointment is confirmed.

## **Notice**

This post carries a three-month period to terminate employment after the satisfactory completion of the probationary period.

## The Role and Responsibilities of the National Club Manager

**Responsible to:** Head of Development

**Responsible for:** Leading the development and implementation of club development projects to inspire, empower and support **scottishathletics** member clubs

### Key tasks will include:

- Leading on the planning and delivery of national development projects as identified by the Head of Development
- Working with targeted clubs (identified by the Development Team) to develop and implement appropriate business models for the furtherance of their objectives
- Gathering, analysing and utilising key demographic and population data to help inform the strategic direction of **scottishathletics** development team and the member clubs
- Proactively supporting the modernisation of the targeted clubs by engaging them in **scottishathletics** club development programmes, and developing tailored services, workshops and resources to meet their needs
- Supporting the development of identified Club Together clubs and proactively engaging new clubs in the Club Together project
- Identifying and engaging approved business services/ experts to support clubs at appropriate times
- Identifying appropriate education and development opportunities for key volunteers and staff within the targeted clubs to support their development
- Utilising **scottishathletics** ClubServe CRM system to support targeted clubs in reviewing their current status and planning future developments
- Working with other **scottishathletics** staff, national and local partners to support the development of our clubs, the infrastructure for the sport and growth in membership
- Responsibility for collating and reporting to **scottishathletics** and partners on the progress of the targeted clubs supported by the post

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation.

## Candidate Specification

FACTORS	ESSENTIAL	DESIRABLE
<b>Qualifications and attainments</b>	Qualified to degree level in a sport or business related discipline <u>or</u> equivalent experience in sports development or sports management	
<b>Work and other experience</b>	<p>Experience of successfully developing and leading national projects</p> <p>Evidence of implementing innovative solutions to meet and exceed objectives</p> <p>Experience of managing staff and/or volunteers in a sports / education related environment</p> <p>Experience of working with and developing small businesses or sports clubs</p> <p>Evidence of utilising internal and external data to inform strategic decisions and develop appropriate business models</p> <p>Knowledge of the wider aspects of the national strategy for <b>scottishathletics</b></p>	<p>Experience of working with business experts within a sports development context</p> <p>Evidence of influencing coaching structures and coach development within a club environment</p>
<b>Skills</b>	<p>Strong communication and presentation skills, both oral and written along with evidence of experience of delivering presentations</p> <p>Effective interpersonal and strategic management skills enabling the development of networks and partnerships</p> <p>A team player with ability to work with and motivate others, particularly volunteers</p> <p>Ability to work under pressure and to tight deadlines</p> <p>Good self-discipline to work independently and manage a demanding workload</p>	

<b>Disposition and Personal qualities</b>	<p>Enthusiastic, energetic, hard working, resilient and reliable with a proven track record of achievement</p> <p>Commitment to personal development and a willingness to learn</p> <p>Holder of a current, full UK driving license and use of a vehicle</p>	

### Application Process

Applicants should apply by submitting the application form, covering letter (addressing how the applicant's skills and expertise fit with the job role and person specification) and equal opportunities form, marked "private and confidential", to Francesca Snitjer, Executive Officer, (or email to [francesca.snitjer@scottishathletics.org.uk](mailto:francesca.snitjer@scottishathletics.org.uk)) at

**scottishathletics** Limited  
Caledonia House  
South Gyle  
Edinburgh  
EH12 9DQ

The closing date for applications is **Friday 10<sup>th</sup> August 2018** with interviews taking place during week commencing **20<sup>th</sup> August 2018**. Applications received after the closing date will not be considered.

**scottishathletics** is an equal opportunities employer.



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