



Harmeny AC Schools to Club Coaching Officer

Contract Length - 3 years contract

Salary and Hours – between 8 hours (£3,744) to 20 hours (£9,360)*

*** The role presents the opportunity for flexible working arrangements.**

Harmeny Athletic Club is a well-established and successful athletics club based in the South West of Edinburgh. In the last two years, the club has increased its membership by 70% to 360 members – with both adults and junior members.

An exciting opportunity has arisen within Harmeny Athletic Club for a Schools to Club Coaching Officer as part of the **scottishathletics** Club Together programme. Club Together is a fundamental project within Scotland's National Strategy for athletics, *Building a Culture of Success*, placing a key focus on supporting the development of athletics clubs in the country. The role will have a significant impact in the further growth and development of the club.

This part time post (from 8 to 20 hours per week – dependent on the availability of the right candidate) is funded through a partnership between Harmeny Athletic Club, **scottishathletics** and sportsotland with the ongoing support of City of Edinburgh Council including the Active Schools Team and the South West Edinburgh Community Sports Hub. 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 South West of Edinburgh primarily at various schools and sporting facilities.

Salary

The starting salary offered for the post will be from £3,744 - £9,360 depending on agreed number of hours. 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 8 - 20 hours a week as outlined above. Due to the nature of the post, there will be a requirement to work evenings and occasional weekends.

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.

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 12 noon on Friday 7th December 2018 with interviews taking place on week commencing – 10th December 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 5. Privacy Notice for Scottish Athletics Potential Employees



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