

Club Development Officer Orkney Athletics Club (OAC)

Job Description and Person Specification

Job Title:	Club Development Officer
Reports to:	Partnership Management Steering Group (OAC, scottishathletics and sportscotland)
Salary:	£7,300 (15 hours per week) 3 year fixed term

Are you someone who..

- is a good communicator with an outgoing personality;
- is able to work on their own initiative;
- is good at motivating and working with others;
- is enthusiastic about athletics and willing to be an ambassador for the sport in Orkney;
- has proven organisation and planning skills;
- may have a sports management or coaching background or related qualification.

...then this exciting new post within OAC could be for you.

OAC is a thriving, family friendly, amateur athletics club with a current membership of almost 200, comprising junior athletes (aged 9-18) and a developing (19+) senior section. In order to accommodate sustained growth, particularly within the junior section, OAC has identified a clear need to develop the coaching infrastructure. As Club Development Officer, your role will be to lead in raising coaching competency and to support the club in developing qualified officials, improving links with the community and fostering talented athlete pathways and developing Senior Section.

With flexible hours, (including evenings and weekends) this part time post is funded through a partnership between OAC, **scottishathletics** and **sportscotland**. You will be an employee of **scottishathletics**, have annual leave entitlement and access to the group pension scheme.

With Orkney poised, potentially, to host the Island Games in 2023 and with sustained growth predicted for all areas of the club, it is a really exciting time to be a lead figure in athletics in Orkney. If you feel you can make a difference to an already successful club, we want to hear from you.

Conditions of Employment

The club are based at The Pickaquooy Centre, Muddisdale Road, Kirkwall, KW15 1LR on training night at other times the postholder will work remotely and must have access to own IT equipment.

Salary

The starting salary offered for the post will be £7,300. 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 15 hours a week. Due to the nature of the post, there will be a requirement to work evenings and some 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.

Annual Leave and Public Holidays

The annual leave entitlement for this post is 76 hours. In addition, the public holiday entitlement is 32 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 **5pm on Monday 18th March 2019**. 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



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