



## **Dundee Hawkhill Harriers Club Development Officer and Community Athletics Coach**

**Contract Length – 2 years**

**Salary and Hours – 15 hours per week, £8,260 per annum**

Dundee Hawkhill Harriers is a well-established and successful athletics and running club based in Dundee. The club, a charity, has a membership of over 450 members developing a pathway for total beginners through to Olympians.

An exciting new opportunity has arisen within the Club for a Club Development Officer and Community Athletics Coach – a post which will have a significant impact in the further growth and development of the club.

This part time post (15 hours per week) is funded through a partnership between Dundee Hawkhill Harriers, Leisure & Culture Dundee and **scottishathletics** – and is part of the **scottishathletics** Club Together programme. The post will be employed through **scottishathletics**.

### **Conditions of Employment**

The successful candidate will primarily be based at the Regional Performance Centre, Dundee.

### **Salary**

The starting salary offered for the post will be from £8,260 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 15 hours a week as outlined above. 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 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 pro rata. In addition, the public holiday entitlement is 32 hours pro rata. 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 and Equalities Officer, email [francesca.snitjer@scottishathletics.org.uk](mailto:francesca.snitjer@scottishathletics.org.uk)

The closing date for applications is 12 noon on Friday 22<sup>nd</sup> October 2021 with interviews taking place virtually on week commencing 25<sup>th</sup> October 2021. 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

