



Harmeny AC Adult Community Co-ordinator

Contract Length – 4 years

Salary and Hours – £3,089 per annum, 6 hours per week

Harmeny Athletic Club is a well-established and successful athletics club based in the South West of Edinburgh. Harmeny AC, **scottishathletics** Impact Club of the Year 2019 & 2021, now boast a membership of over 500 members – with both adults and juniors.

An exciting opportunity has arisen within Harmeny Athletic Club for a new role as Adult Community Co-ordinator 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 (6 hours per week) is funded through a partnership between Harmeny Athletic Club, **scottishathletics** and **sportscotland**. 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.

Salary

The starting salary offered for the post will be from £3,089 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 6 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.

Annual Leave and Public Holidays

The annual leave entitlement for this post is 30 hours pro rata. In addition, the public holiday entitlement is 13 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 Officer, email francesca.snitjer@scottishathletics.org.uk

The closing date for applications is 12 noon on 5th January 2022 with interviews taking place virtually on week commencing 10th January 2022. 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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