



Scottish Athletics Limited

Information for applicants for the position of

Competitions & Business Administrator

Salary circa £21,000
(37 hours per week)

About Us

As the National Governing Body for Athletics in Scotland, our aim is to build an integrated and transparent ecosystem that supports our constituent members, as well as continuing to develop the sport of athletics in Scotland as a whole, from grassroots, introductory level through to international level, and sets the context for future strategic decisions and identification of key programmes and projects.

Our strategy, *Building a Culture of Success*, is not just about performances on the world stage, but is about the whole sport pulling together in the same direction and recognising the importance of all parts and individuals within the system. That includes clubs, coaches, officials, athletes, event organisers, partners, supporters as well as **scottishathletics** as an organisation.

Athletics is, and will continue to be, the most inclusive and popular sport in Scotland. To ensure this continues, we need to operate in a way that reflects our values and recognises the role we play in Scottish society. We will continue to develop these values to ensure that equality, diversity, and inclusivity remain at the heart of our activities. **scottishathletics** has been a leader in this area, not just within sport, but within the wider world. We will continue to strive to be as reflective of Scottish society as we can be, with the resources we have at our disposal.

About You

We are looking for a Competitions and Business Administrator to effectively administer our national events, licensing scheme and officials' education programme.

You will have excellent administration and information technology skills with a proven track record in providing excellent customer service. Having first rate interpersonal and communication skills, you will be able to multi-task whilst always maintaining accuracy.

With an enthusiastic and hard-working approach, you will have a hands on and can-do attitude, enabling you to work with flexibility and deliver in support of the business needs. You will be a self-disciplined, quick learner with the ability to work with minimum supervision to complete tasks.

Showing demonstrable skills in building and maintaining effective relationships with numerous stakeholders, you will be a proactive thinker and problem solver with a natural desire to improve, both personally and professionally. A team player with a willingness to work closely with and learn from others.

Staff

scottishathletics employs 28 members of staff and 22 Club Together Officers.

Conditions of Employment

The successful candidate will be based at the **scottishathletics** office at Caledonia House, South Gyle, Edinburgh EH12 9DQ. Hybrid working may be available.

Salary

The starting salary offered for the post will be circa £21,000. 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 per week. Due to the nature of the post, there will be a requirement to work in the evenings and at weekends. The organisation encourages a flexible working approach from all staff, consistent with meeting the needs of the business.

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.

Travel and Subsistence

The post holder will be required to travel to meetings within Scotland and the rest of the UK. Travel and subsistence will be reimbursed in accordance with the **scottishathletics** policy.

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.