



Falkirk Victoria Harriers Club Development Officer

Contract Length – 3 years

Salary and Hours – 15 hours per week, £8697.00 per annum

Falkirk Victoria Harriers is a well-established and successful athletics club based near Falkirk town centre. The club, formed in 1901 has a strong history of connecting with the local community and establishing pathways to support both recreational and competitive participation.

An exciting new opportunity has arisen within the Club for a Club Development Officer – a post which will have a significant impact in the further growth and development of the club. The Club Development Officer will organise, lead and coach a new and structured community athletics programme.

This part time post (15 hours per week) is funded through a partnership between Falkirk Victoria Harriers, Falkirk Council 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 Falkirk Victoria Harriers Athletics Club with opportunities to work from home when necessary

Salary

The starting salary offered for the post will be from £8697.00 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

The closing date for applications is 12 noon on Monday 20th June 2022 with interviews taking place virtually on week commencing 4th July 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

