



Aberdeen AAC Club Manager

Contract Length: 22-month contract (with a view to extend)

Hours: 25 hours per week

Salary and Hours: £14,040 per annum

Aberdeen AC is a well-established, ambitious and successful athletics club based across Aberdeen and Aberdeenshire. Aberdeen AAC have a membership of over 350 members and are seeking to grow their capacity further.

An exciting opportunity has arisen within Aberdeen AAC for a Club Manager 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 (25 hours per week) is funded through a partnership between Aberdeen AAC, **scottishathletics** and **sportscotland**.

Conditions of Employment

The successful candidate will be based at the Aberdeen Sports Village, Linksfield Road, Aberdeen, AB24 5RU. A hybrid working arrangement may be available.

Salary

The starting salary offered for the post will be £14,040. 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 25 hours per week. 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 127 hours pro rata. In addition, the public holiday entitlement is 53 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 Monday 20th June 2022 with interviews taking place on week commencing 11th July 2022 in Aberdeen. 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 & Person Specification 3. Equal Opportunities Form 4. Privacy Notice for Scottish Athletics Potential Employees



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