



## **Club Development Officer Dunfermline Track and Field Club (DTFC)**

**Job Title:** DTFC Club Development Officer

**Reports to:** Dunfermline Track and Field club committee and **scottishathletics**

**Salary:** £7353 (14 hours per week), 29 month contract

An exciting opportunity has arisen within Dunfermline Track and Field Club for a new Club Development Officer to join the club in partnership with **scottishathletics**, **sportscotland**, Fife Sport and Leisure Trust, Fife Council and Live Active.

This role will have a significant impact on:

- Developing, promoting and delivering three new Run Jump and Throw Centres;
- Support the recruitment of new parent helpers, coaches and encouraging existing coaches to progress through the coaching pathway;
- Improving the profile of the club within the local community.

Dunfermline Track and Field Club (DTFC) has been in existence for over 30 years with a current membership of over 120. The club has provided local athletes with the opportunity to take part in athletics at local, regional and national levels. DTFC's aim is to introduce three new Run, Jump and Throw Centres to act as a feeder for the main club whilst recruiting and developing new coaches which will help to further develop the athletes within the club. The club has built a reputation in the local community for being enthusiastic, inclusive and fun and we are proud to be able to provide a comprehensive and diverse programme of athletics.

### **Conditions of Employment**

This is a fixed term post for 29 months commencing on the agreed start date. The location of work will be at Pitreavie Athletics Centre and Lochleven High School (Kinross).

### **Salary**

The starting salary offered for the post will be £7353.

### **Hours of work**

The person appointed will be expected to work for 14 hours a week. The pattern of working hours will be agreed with the line manager. 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 71 hours pro rata. In addition, the public holiday entitlement is 29 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**

The 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 role and person specification) and equal opportunities form, marked "private and confidential", to Dawn Allan, Head of Operations, e-mail: [dawn.allan@scottishathletics.org.uk](mailto:dawn.allan@scottishathletics.org.uk)

The closing date for applications is 12 noon on Wednesday 6<sup>th</sup> July with interviews schedule to take place week beginning 11<sup>th</sup> July. 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 employer.

Downloads:

1. Application form
2. Job description and person specification
3. Equal opportunities form
4. Privacy notice for Scottish Athletics Potential Employees



Scottish Athletics Limited, Caledonia House, South Gyle, Edinburgh, EH12 9DQ  
t. 0131 539 7320 w. [www.scottishathletics.org.uk](http://www.scottishathletics.org.uk) e. [admin@scottishathletics.org.uk](mailto:admin@scottishathletics.org.uk)  
Registered Company SC217377 VAT reg no 596971174