



## **Lasswade AC Club Development Officer**

**Contract Length - 2 years**

**Hours - 11 hours per week,**

**Salary - £6,292 per annum**

Lasswade AC is a well-established and successful athletics club based in Midlothian. The club, a charity, has a strong membership and is interested in developing pathways for total beginners through to Olympians.

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 (11 hours per week) is funded through a partnership between Lasswade AC 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 Dalkeith Campus.

### **Salary**

The starting salary offered for the post will be from £6,292 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 11 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 56 hours pro rata. In addition, the public holiday entitlement is 23 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 Dawn Allan, Head of Operations, at [dawn.allan@scottishathletics.org.uk](mailto:dawn.allan@scottishathletics.org.uk)

The closing date for applications is **noon on Friday 8th July 2022** with interviews taking place week commencing 18<sup>th</sup> July 2022.

Incomplete applications and those 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

