



Scottish Athletics Limited

Information for applicants for the position of

Human Resource Administrator

**Salary circa £23,000
(37 hrs 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.

To ensure the popularity of athletics in Scotland, 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. 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 an experienced Human Resource Administrator who is an extremely well-organised individual with a proven track record of balancing multiple priorities through a flexible and adaptable approach to work.

Displaying a genuine desire to make a difference, you will be highly motivated and conscientious, showing attention to detail in all areas, with the ability to work on your own initiative to complete tasks.

You will be discreet with a natural desire to improve, both personally and professionally. A team player with a willingness to work closely with others through strong verbal and written communication skills.

Staff

scottishathletics employs 30 members of staff and 22 part time club officers.

Conditions of Employment

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

Salary

The starting salary offered for the post will be circa £23,000 depending on the experience of the successful candidate. 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 a week. On a few occasions there may be a requirement to work in the evening 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 candidate's 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 postholder may be required to travel to meetings within Scotland and occasionally in the UK. Travel and subsistence will be reimbursed at **scottishathletics** current rates.

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.