



## **Scottish Athletics Limited**

Information for applicants for the position of

# **Welfare Administrator**

**Salary circa £12,800  
(22.5 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 a well-organised individual with strong written and verbal communications skills and the confidence to work well with our various stakeholders, both internally and externally.

Handling confidential information with the highest level of discretion and diplomacy, you will be able to demonstrate a high level of accuracy and attention to detail. You will be comfortable with the use of IT with demonstratable knowledge and experience in using systems such as Microsoft Office programmes.

Displaying a genuine desire to make a difference and place a focus on continual improvement, you will be highly motivated with the ability to work on your own initiative and as part of a team, to complete tasks.

## **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 currently being trialed.

## **Salary**

The starting salary offered for the post will be circa £12,800 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 22.5 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 pro rata. In addition, the public holiday entitlement is 10.5 days pro rata. Annual leave may be taken by prior arrangement with the line manager.

## **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.