



Pitreavie AAC Community Athletics Coordinator and Coach

Contract Length – 3 years

Salary and Hours – 22 hours per week, £14,666 per annum

Pitreavie AAC is a well-established and successful athletics and running club based in Dunfermline. The club, a charity, has a membership of over 350 members developing a pathway for total beginners through to Olympians. Additionally, the club have developed a junior athletics community programme attracting up to 300 young people each week into athletics activity.

The Community Athletics Coordinator and Coach post will have a significant impact in the further growth and development of the club. The Community Athletics Coordinator and Coach will organise, lead and coach the established community athletics programme.

This part time post (22 hours per week) is funded through a partnership between Pitreavie AAC 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 Pitreavie Athletics Centre and will also work across three satellite centres.

Salary

The starting salary offered for the post will be £14,666 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 22 hours a week as outlined above. Due to the nature of the post, there will be a requirement to work regular evenings and weekends. There may be an opportunity for the successful candidate to extend these hours as the project develops and expands.

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 29 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

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 and Equalities Officer, email francesca.snitjer@scottishathletics.org.uk

The closing date for applications is 12 noon on Tuesday 18th April 2023 with interviews taking place shortly after closing date. 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 3. Person Specification 4. Equal Opportunities Form 5. Privacy Notice for Scottish Athletics Potential Employees

