



Scottish Athletics Limited

Information for applicants for the position of

National Field & Combined Events Manager

Salary £33,000
(37 hours per week)
Fixed Term until June 2025

About Us

scottishathletics is the national governing body for athletics in Scotland. Our vision is to give everyone in Scotland the opportunity to participate in athletics and running and to achieve their personal ambitions.

Our mission is to deliver an integrated, inclusive and adaptable model of athletics and running provision that inspires everyone in Scotland to enjoy the sport and experience personal success. Equality, diversity and inclusion are at the heart of the work that **scottishathletics** leads, and the organisation works closely with all stakeholders in athletics in Scotland, to continue improving diversity in the sport and to be reflective of Scottish society.

Our strategy, *Building a Culture of Success (2023-2027)*, captures the breadth of work that **scottishathletics** facilitates, from supporting performance athletes on the world stage to providing opportunities for people to participate in the sport within their local community. The member clubs play a crucial role in growing and developing the sport, and with the volunteer workforce, they are integral to the sports future success.

Everyone has a role to play in athletics in Scotland and **scottishathletics** strives to continuously evolve to deliver on our vision for the sport.

About You

We are looking for a National Field & Combined Events Manager to lead the effective management and delivery of **scottishathletics** field and combined events projects.

You will have a strong understanding of athletics, coaching and performance sport and hold an athletics coaching qualification. You will have experience in coaching and supporting the development of athletes and have evidence of successfully building and maintaining positive relationships with athletes, coaches, clubs and partners.

You will have experience of leading on the successful planning, delivery and review of projects and programmes and display excellent organisational skills.

With a positive attitude and respectful approach to your work, you will possess the ability to motivate, support and develop volunteers, building strong relationships throughout the athletics community in Scotland.

Staff

scottishathletics employs 28 members of staff and 22 Club Together Officers.

Place of Work

Hybrid working. The **scottishathletics** office is based at Caledonia House, South Gyle, Edinburgh EH12 9DQ.

Salary

The salary offered for the post will be £33,000.

Hours of work

The person appointed will be expected to work for 37 hours per week. Due to the nature of the post, there will be a requirement to work in the evenings 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 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 25 days pro rata. In addition, the public holiday entitlement is 10.5 days pro rata.

Travel and Subsistence

The post holder will be required to travel to meetings within Scotland and the rest of the UK. Travel and subsistence will be reimbursed in accordance with the **scottishathletics** policy.

Probationary Period

All new members of staff will serve a six-month probationary period before their appointment is confirmed.

Notice

This post carries a three-month period to terminate employment after the satisfactory completion of the probationary period.