

## Shetland Amateur Athletics Club Project Officer

**Contract Length: 13 Months**

**Hours: 14 hours per week**

**Salary: £11,503 per annum (£15.80 per hour)**

Shetland Amateur Athletics Club is a well-established, ambitious and successful athletics club based in Shetland. Shetland Amateur Athletics Club have a membership of over 140

An exciting opportunity has arisen for a new role within Shetland Amateur Athletics Club for a Project Officer as part of the **scottishathletics** Club Together programme, regenerating athletics in Shetland.

Club Together is a fundamental project within Scotland's National Strategy for athletics, *Building a Culture of Success*, placing a key focus on supporting the development of athletics clubs in the country. The role will have a significant impact in the further development of the club, its volunteer resources and equipment.

This part time post (14 hours per week) is funded through a partnership between Shetland Amateur Athletics Club, supported by the Shetland Islands Council Coastal Communities Fund, and **scottishathletics**.

### Conditions of Employment

The successful candidate will work from home for the most part, but will engage with the committee, coaching team, athletes, and parents regularly at the Clickimin Leisure Complex, N Lochside Lerwick, Shetland ZE1 0PJ. In addition to this, there is likely to be a requirement to attend various locations throughout Shetland, as well as travel throughout Scotland and further afield.

### Salary

The starting salary offered for the post will be £11,503 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 14 hours per week. Due to the nature of the post, there will be a requirement to work flexibly, which will include evenings, weekends, and competitions. There may be future opportunities for these hours to increase.

### 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. 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 [hr@scottishathletics.org.uk](mailto:hr@scottishathletics.org.uk)

The closing date for applications is 6<sup>th</sup> May 2024 with interviews taking place on week commencing 13<sup>th</sup> of May online.

If you would like an informal discussion regarding the advertised post please contact Erin Gillen, National Club Manager, [erin.gillen@scottishathletics.org.uk](mailto:erin.gillen@scottishathletics.org.uk)

Incomplete applications and those received after the closing date will not be considered.

Any offer of employment would be subject to a satisfactory background check and references.

**scottishathletics** is an equal opportunities organisation.

Downloads: 1. Application Form 2. Job Description & Person Specification 3. Equal Opportunities Form 4. Privacy Notice for Scottish Athletics Potential Employees



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