



## **Aberdeen AAC Club Manager**

**Contract Length: 3 years**

**Hours: 15 hours per week**

**Salary: £9,360 per annum (£12 per hour)**

Aberdeen AAC is a well-established, ambitious and successful athletics club based across Aberdeen and Aberdeenshire. Aberdeen AAC have a membership of 350 members and are seeking to grow their capacity further.

An exciting opportunity has arisen within Aberdeen AAC for a Club Manager as part of the **scottishathletics** Club Together programme.

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 growth and development of the club. This part time post (15 hours per week) is funded through a partnership between Aberdeen AAC, **scottishathletics** and **sportscotland**.

### **Conditions of Employment**

The successful candidate will have a hybrid work arrangement between the Aberdeen Sports Village, Linksfield Road, Aberdeen, AB24 5RU and home.

### **Salary**

The starting salary offered for the post will be £9,360. 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 15 hours per week. Due to the nature of the post, there will be a requirement to work evenings and occasional weekends.

### **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 the 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**

The post carries a one month period to terminate employment after the satisfactory completion of the probationary period.

### **Application Process**

Applicants should apply by submitting the application form, covering letter (addressing how the applicant's skills and expertise fit with the job role/s and candidate specification/s) and equal opportunities form, marked 'Private and Confidential' to [hr@scottishathletics.org.uk](mailto:hr@scottishathletics.org.uk)

The closing date for applications is 12 noon on 7<sup>th</sup> June 2024 with interviews taking place on week commencing 10<sup>th</sup> June 2024. Applications received after the closing date will not be considered.

If you would like an informal discussion regarding the advertised post please contact Jamie McDonald, National Club Manager, [jamie.mcdonald@scottishathletics.org.uk](mailto:jamie.mcdonald@scottishathletics.org.uk)

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

