



NAME OF POST – CLUB AND COACH COORDINATOR

Job Title: Club and coach coordinator

Contract Length: 2 Years

Hours: 6.5 per week

Salary: £4,056 per annum

The Forth Valley Flyers are an inclusive and dynamic club that provide a range of opportunities for young people and adults with either a physical, learning, or sensory disability. The club strongly believe in the transformative power of athletics and are committed to creating an environment where everyone, regardless of ability, can thrive and achieve their goals.

An exciting opportunity has arisen within Forth Valley Flyers for a Club and Coach Coordinator.

The role will be 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 coaching post is funded through a partnership between Forth Valley Flyers and **scottishathletics**. Club Together is exactly that – clubs, **scottishathletics** and local partners coming together to deliver once and for all a programme that will make the athletics vision happen.

Conditions of Employment

The successful candidate will be based at Grangemouth Stadium, Kersiebank Avenue, Grangemouth, FK3 0BS.

Salary

The starting salary offered for the Club and Coach Coordinator post will be £4,056 per annum (£12 per hour).

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 6.5 hours per week with a requirement of delivering training sessions and doing club admin. We are open to be flexible with the club admin hours to meet the needs of the candidate and the club

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

The closing date for applications is 12 noon on 7th June 2024 with interviews taking place on week commencing 17th 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 Erin Gillen, National Club Manager, erin.gillen@scottishathletics.org.uk

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

scottishathletics is an equal opportunities organisation.

