



Scottish Athletics Limited

Information for applicants for the position of

Performance Administrator

Salary £23,088
(37 hours per week)

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 self-motivated Performance Administrator to support the performance team in its smooth and efficient running.

You will have a strong understanding of athletics and of performance sport and have evidence of developing and sustaining positive relationships with internal teams and external partners.

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

With a forward-thinking and hard-working approach, you will bring self-discipline and enthusiasm to the role using your skills and experience to innovate and continuously evolve our offering of support, and development to our coaches and events.

Staff

scottishathletics employs 33 members of staff and 18 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 £23,088. 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 37 hours per-week. Due to the nature of the post, there may 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, increasing to 30 days after five years' service. In addition, the public holiday entitlement is 10.5 days.

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 one-month period to terminate employment after the satisfactory completion of the probationary period.