



Kilmarnock Harrier & A.C
'Born 1887 - Still going strong'



Kilmarnock Harriers & AC Club Administration Officer

Contract Length: 2 year contract

Hours: 10 hours per week

Salary: £7,280 (£14 per hour)

Kilmarnock Harriers are a well-established, ambitious and successful athletics club based in East Ayrshire. Kilmarnock Harriers have an athletes membership of over 300 and are seeking to grow their capacity further and strengthen the clubs development.

An exciting opportunity has arisen within Kilmarnock Harriers for a new post of Club Administration Officer. The new role will manage the day-to-day administration of the club, develop the club's business operations and support the club development officers.

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.

This part time post is funded through a partnership between Kilmarnock Harriers and **scottishathletics**.

Conditions of Employment

The successful candidate will partly work from home and will engage with the board, coaching team, athletes and parents regularly at the clubs main training base, the Ayrshire Athletics Arena in Kilmarnock.

Salary

The starting salary offered for the Club Administration Officer post will be £7,280 per annum (£14 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 10 hours per week. We are open to be flexible to meet the needs of the candidate and the club. Due to the nature of the post, there will be a requirement to work regular evenings.

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 Friday 9th August 2024 with interviews taking place on week commencing 19th August 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

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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