



Dundee Hawkhill Harriers Club Development Officer

Contract Length: 2 years

Hours: 17 hours per week

Salary: £13,260 per annum (£15 per hour)

Dundee Hawkhill Harriers is a well-established and successful athletics and running club based in Dundee. The club, a charity, has a membership of over 400 members developing a pathway for total beginners through to Olympians.

An exciting opportunity has arisen within the Club for a Club Development Officer, a post which will have a significant impact in the further growth and development of the club.

This part time post (17 hours per week) is funded through a partnership between Dundee Hawkhill Harriers and **scottishathletics** – and is part of the **scottishathletics** Club Together programme. The post will be employed through **scottishathletics**.

Conditions of Employment

The successful candidate will have a hybrid working arrangement. The Officer will partly work from home and will engage with the board, coaching team, athletes and parents regularly at the club's main training base, the Regional Performance Centre, Dundee. In addition to this, there is likely to be a requirement to attend various locations throughout Dundee.

Salary

The starting salary offered for the post will be £13,260 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 for 17 hours a week as outlined above. Due to the nature of the post, there will be a requirement to work evenings and 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 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

The closing date for applications is 12 noon on Wednesday 18th September 2024 with interviews taking place on week commencing 23rd September 2024. 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 3. Person Specification 4. Equal Opportunities Form 5. Privacy Notice for Scottish Athletics Potential Employees

