

Helensburgh AAC Club Together Officer

Contract Length: 2 years

Hours: 6 hours per week

Salary: £3,744 per annum (£12 per hour)

Helensburgh AAC is a friendly and welcoming club aimed at helping to develop and inspire the athlete in every member and providing each member with support in the fulfilment of their own individual goals.

An exciting opportunity has arisen for a new role within Helensburgh AAC to support the Helensburgh AAC Committee to deliver the strategy for the club to be an integral part of the local community. To build and create a thriving Athletics Club in the town of Helensburgh that is focussed on creating an environment for junior and senior athletes to develop their active participation in the sport of athletics.

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 development of the club, it's volunteer resources and equipment.

This part time post (6 hours per week) is funded through a partnership between Helensburgh Amateur Athletics Club, and **scottishathletics**.

Conditions of Employment

The successful candidate will work between home and will engage with the committee, coaching team, athletes, and parents regularly at HAAC Club House Redgauntlet Rd, Helensburgh G84 7TU. In addition to this, there is likely to be a requirement for occasional travel to attend various locations throughout Helensburgh, Argyll & Bute as well as travel throughout Scotland and further afield.

Salary

The starting salary offered for the post will be £3,744 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 6 hours per week. Due to the nature of the post, there will be a requirement to work flexibly, which will include evenings, weekends, and competitions. There may be future opportunities for these hours to increase.

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 full-time staff is 25 days, in addition, the public holiday entitlement is 10.5 days. This amount for this post will be pro-rata to reflect the number of hours you work, the exact amount will be confirmed with you prior to commencement. 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 19th September with interviews taking place on week commencing 23rd of September.

If you would like an informal discussion regarding the advertised post please contact Erin Gillen, National Club Manager, erin.gillen@scottishathletics.org.uk

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 & Person Specification 3. Equal Opportunities Form

4. Privacy Notice for Scottish Athletics Potential Employees



w. www.scottishathletics.org.uk **e.** admin@scottishathletics.org.uk
Registered Company SC217377 VAT reg no 596971174