



Motherwell AC Club Together Officer

Contract Length – 3 years, fixed term contract

Salary and Hours – 10 hours per week, £6,240 per annum (£12 per hour)

Motherwell AC is a well-established and successful athletics club based in Motherwell. The club, a charity, has a membership of over 120 members developing a pathway for total beginners through to international athletes.

An exciting new opportunity has arisen within the Club for a Club Together Officer – a new post which will have a significant impact in the further growth and development of the Club. The role will help with the administration of new members, support the recruitment and retention of new athletes, coaches and volunteers and support the implementation of the club development plan, to ensure the club continues to grow and develop.

This part time post (10 hours per week) is funded through a partnership between Motherwell AC 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 primarily be required to work at Wishaw Sports Centre.

Salary

The starting salary offered for the post will be £6,240 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 10 hours per week. Specific working hours shall be in agreement with the successful candidate taking into consideration the needs of the business. 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 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

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 Friday 18th October 2024 with interviews taking place on week commencing 28th October 2024. Incomplete applications and those received after the closing date will not be considered.

If you would like an informal discussion regarding the advertised post please contact Lindsay McMahon, National Club Manager: lindsay.mcmahon@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 3. Person Specification 4. Equal Opportunities Form 5. Privacy Notice for Scottish Athletics Potential Employees



Scottish Athletics Limited, Caledonia House, South Gyle, Edinburgh, EH12 9DQ
w. www.scottishathletics.org.uk e. admin@scottishathletics.org.uk
Registered Company SC217377 VAT reg no 596971174