



Scottish Athletics Limited

Information for applicants for the position of

Membership and Human Resources Administrator

Salary £23,319
(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 across Scotland, to continue improving diversity and create an inclusive culture 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, along with the volunteer workforce, they are integral to the sport's future success.

Everyone in Scotland can participate in athletics and **scottishathletics** strives to continuously evolve to deliver on our vision for the sport.

About You

We are looking for an experienced Membership and Human Resources Administrator who is an extremely well-organised individual with a proven track record of balancing multiple priorities through a flexible and adaptable approach to work.

Displaying a genuine desire to make a difference, you will be highly motivated and conscientious, showing attention to detail in all areas, with the ability to work on your own initiative to complete tasks. With a forward-thinking and hard-working approach, you will bring self-discipline and enthusiasm to the role using your skills and experience to support the delivery of our membership services and HR administration.

You will be discreet and have a passion for helping people while working closely with others through strong verbal and written communication skills.

About the Role

Supporting the Head of Operations, the postholder will assist in the delivery against our strategy “Building a Culture of Success”, with a specific remit for the administration of our membership database and HR function.

Being the first point of contact for all **scottishathletics** and **jogscotland** membership related queries, the role of Membership and Human Resources Administrator is key to ensuring our member clubs and individual members receive a first-class customer service experience. This involves responding in a timely fashion to telephone and email queries concerning a range of membership-related topics, including login issues, change of details, and the change of club process.

Utilising knowledge and experience gained through prior use of CRM systems and IT processes, while ensuring compliance with Data Protection legislation throughout, the postholder will administer the affiliation scheme, providing up to date reporting and data analysis to aid the decision making of the Senior Management Team.

Playing a significant role in the recruitment and on-boarding process, the Membership and Human Resources Administrator has a vital role to ensure all potential and new employees receive an excellent experience to their initial and on-going interactions with the business.

Staff

scottishathletics employs 33 members of staff and 21 Club Together Officers.

Place of Work

Hybrid working. The main **scottishathletics** office is currently located at Caledonia House, South Gyle, Edinburgh EH12 9DQ.

Salary

The salary offered for the post will be £23,319. Annual pay awards will be made in accordance with the salary review procedures agreed by the **scottishathletics** Board of Directors.

Benefits

Occupational sick pay

Hybrid working

Extra five days annual leave after five full years' service (pro rata)

Death in Service x 2

Cycle to work scheme

Hours of work

The person appointed will be expected to work for 37 hours per-week. 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. In addition, the public holiday entitlement is 10.5 days.

Travel and Subsistence

The post holder may occasionally be required to travel to meetings within Scotland. 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.

