



## North Ayrshire AC Community Athletics Coordinator and Coach

**Contract Length – 9 months (with a view to extending)**

**Salary and Hours – £9,850 per annum, 14 hours per week (£13.53 per hour)**

North Ayrshire AC, a registered charity, is very much a community based club that works hard to cater for all aspects of the community and all disciplines of athletics. The club, boasting an active membership of 250, are widely regarded as one of the most progressive and well run sports club in the country with success and awards coming on and off the track. The club have grown by an incredible 30% over the last 12 months.

An exciting opportunity has arisen within North Ayrshire AC for a role as Community Athletics Coordinator and Coach as 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. The role will have a significant impact in the further growth and development of the club and athletics development infrastructure in North Ayrshire.

This part time post (14 hours per week) is funded through a partnership between North Ayrshire AC, **scottishathletics** and North Ayrshire Council Active Schools, with further partnership working with KA Leisure. Club Together is exactly that – clubs, **scottishathletics** and local partners coming together to deliver once and for all a programme that will make the athletics vision happen.

### Conditions of Employment

The successful candidate will be based in various schools and communities across North Ayrshire. The club's main training base is at St. Matthews Academy in Saltcoats.

### Salary

The starting salary offered for the post will be from £9,850 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 14 hours a week as outlined above. Due to the nature of the post, there will be a requirement for flexible working hours including regular evenings and occasional 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**

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](mailto:hr@scottishathletics.org.uk)

The closing date for applications is 5 pm on Thursday 10<sup>th</sup> October 2024 with interviews taking place on week commencing 21<sup>st</sup> October 2024.

Incomplete applications and those received after the closing date will not be considered.

**scottishathletics** is committed to equality of opportunity and treats all applicants fairly and consistently in accordance with the requirements of the Equality Act 2010 and the Rehabilitation of Offenders Act 1974 (as amended).

**scottishathletics** is **not** approved by UK Visas and Immigration to act as a licensed sponsor, and as such, this role is not eligible for sponsorship. Any offer of employment would be subject to proof of existing right to work in the UK, satisfactory background check, and references.

If you require any reasonable adjustments, please email [hr@scottishathletics.org.uk](mailto:hr@scottishathletics.org.uk)

Downloads: 1. Application Form 2. Job Description & Person Specification 3. Equal Opportunities Form 4. Privacy Notice for Scottish Athletics Potential Employees

