



Aberdeen AAC Club Manager and Administrator

Contract Length: 2 years 4 months

Hours: 10 - 15 hours per week

Salary: £6,552 - £9,828 per annum (£12.60 per hour)

Aberdeen Amateur Athletic Club (Aberdeen AAC) is a well-established, ambitious and successful athletics club based across Aberdeen and Aberdeenshire. Aberdeen AAC, a charity (charity number SC050149), have a membership of 350 members and are seeking to grow their capacity further.

The mission of Aberdeen AAC is to *create an environment for athletes to achieve their potential in sport and in life*. Aberdeen AAC, above all things, believes in and values:

INCLUSION, offering opportunities in athletics to everyone;
COMMUNITY, creating a culture of friendliness, involvement, and cooperation;
FUN, emphasizing enjoyment and camaraderie in sport;
EMPOWERMENT, shaping an environment conducive to growth and autonomy;
PERFORMANCE & COMPETITION, striving to achieve one's personal best.

An exciting opportunity has arisen within Aberdeen AAC for a Club Manager and Administrator 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. This part time post (10 - 15 hours per week) is funded through a partnership between Aberdeen AAC and **scottishathletics**. The successful candidate will be employed by **scottishathletics**.

Conditions of Employment

The successful candidate will have a hybrid work arrangement between the Aberdeen Sports Village, Linksfield Road, Aberdeen, AB24 5RU and home.

Salary

The starting salary offered for the post will be from £6,552 - £9,828, depending on the agreed number of hours. 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 10 - 15 hours per week, depending on availability of the successful candidate. We are open to be flexible to meet the needs of the candidate and the club. Due to the nature of the post, there will be a requirement to work 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 opportunities@scottishathletics.org.uk

The closing date for applications is 5 pm on Friday 7th March 2025 with interviews taking place during week commencing 10th or 17th March 2025. Applications received after the closing date will not be considered.

If you would like an informal discussion regarding the advertised post please contact Jamie McDonald, National Club Manager, jamie.mcdonald@scottishathletics.org.uk

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 opportunities@scottishathletics.org.uk

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



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