



Scottish Athletics Limited

Information for applicants for the position of

Club Development Officer – Inverness Harriers

Salary £12,480
(16 hours per week)
[2-year Fixed Term]

This post is employed by **scottishathletics** and funded through a partnership between **scottishathletics** and **Inverness Harriers**. You will work directly with the athletics club **Inverness Harriers** with support from **scottishathletics** National Club Managers

About Us

scottishathletics is the national governing body for athletics in Scotland. Our vision is for everyone in Scotland to have 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.

Inverness Harriers Athletic Club is a well-established and successful athletics club based in Inverness. The club has a membership of over 300 across our club catering for both adults and junior members, at all levels, from age 9 upwards.

Inverness Harriers has a significant presence within the Highland area and is involved in many open meetings, and local events, in Road, Hills, Track & Field. Inverness has also just produced its first Olympic athlete with Megan Keith competing in the 10,000 metres in Paris.

About You

We are looking for a passionate and dedicated individual who is committed to the development of athletics at all levels. The ideal candidate will have a strong understanding of coaching principles, athlete development, and event organization. You should be highly organised, a great communicator, and able to work collaboratively with coaches, athletes, volunteers, and external partners.

About the Role

This role plays a crucial part in enhancing our coaching, increasing athlete participation, and fostering community engagement. Key responsibilities include organising coaching courses and training opportunities, recruiting and supporting new volunteers and coaches, and developing competition events for all ages. You will also play a pivotal role in strengthening partnerships with local businesses and sports organisations and identifying best practices to enhance club operations. Additionally, in this role you will assist athletes to reach their full potential. This is an exciting opportunity to make a significant impact on the growth and success of athletics in Inverness.

Staff

scottishathletics employs 32 members of staff and 24 Club Together Officers.

Place of Work

The successful candidate will have a Hybrid working arrangement between Queens Park Athletics Stadium Bught Park, Inverness, IV3 5SS and home.

Salary

The starting salary offered for the post will be **£12,480.00** per annum (£15 per hour). Annual pay awards will be made in accordance with the salary review procedures agreed by the **scottishathletics** Board of Directors.

Benefits

Enhanced statutory benefits
Hybrid working

Hours of work

The person appointed will be expected to work for 16 hours per-week. Due to the nature of the post, there will be some requirement to work in the evenings and at weekends. 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 pro rata. In addition, the public holiday entitlement is 10.5 days pro rata.

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.

