



Scottish Athletics Limited

Information for applicants for the position of

Club and Community Development Officer – Shettleston Harriers

Salary £18,304
(22 hours per week)
[1-year Fixed Term]

This post is employed by **scottishathletics** and funded through a partnership between **scottishathletics** and **Shettleston Harriers**. You will work directly with the athletics club **Shettleston 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.

Shettleston Harriers is one of Scotland's most historic and inclusive athletics clubs affiliated to **scottishathletics**, with a proud tradition of fostering talent and promoting athletics in the heart of Glasgow since 1904. Their mission is to provide opportunities for individuals of all ages, abilities, and backgrounds to enjoy, participate in, and excel in athletics.

They are a vibrant and welcoming club, offering a wide range of activities, from track and field to road running, hill running, cross-country, and community-based programs. They are committed to making a positive impact by breaking down barriers to participation and creating a supportive environment for everyone.

Their members range from beginners to elite athletes, with a strong focus on nurturing young talent and engaging with under-represented groups in the local communities. Through their Run-Jump-Throw program, community initiatives, and competitive events, we aim to inspire a lifelong love of athletics while promoting health, wellbeing, and inclusion.

About You

We are looking for an enthusiastic and motivated individual with a passion for sports development and community engagement. You will have a strong understanding of how clubs operate and experience working with diverse communities, including those from under-represented groups, such as individuals living in areas of higher poverty, ethnically diverse populations, and people with disabilities. You are someone who thrives in a dynamic environment, can think creatively to overcome challenges, and is committed to supporting both athletes and the broader community.

If you're excited about the opportunity to make a meaningful impact in athletics and the wider Glasgow community, we'd love to hear from you!

About the Role

This is an exciting opportunity to join Shettleston Harriers as a Club and Community Development Officer, where you'll play a vital role in supporting the club's operations and driving its growth.

Your responsibilities will be twofold:

Club Development:

- Act as the first point of contact for inquiries and provide support to club coaches.
- Manage the club's website, social media, and communication channels.
- Work with the treasurer to maintain accurate membership records.
- Ensure the club complies with its obligations as a charity, including managing AGMs, submitting necessary documentation, and applying for gift aid.
- Lead efforts to secure funding through applications and ensure funder requirements are met.
- Work closely with volunteers, coaches, and the welfare officer to promote safeguarding and best practices.
- Grow club membership, particularly among younger age groups, and manage the Run-Jump-Throw program to provide clear pathways into athletics.
- Support and attend key club events, often during evenings or weekends.

Community Development:

- Develop relationships with people within their communities based on respect and trust, ensuring they have a safe place to develop their identity and place in society.

- Support the design and delivery of community athletics programs in targeted areas of Glasgow, focusing on under-represented groups.
- Build partnerships with organisations such as Scottish Sports Futures (SSF) and the Scottish Action for Mental Health (SAMH).
- Act as a community champion, promoting the inclusion and successes of the program through local engagement and social media.
- Collaborate with the Scottish Athletics Community Impact Team to share learning and enhance program delivery.

This role will allow you to make a significant impact on both the club and the wider Glasgow community.

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 Crownpoint Sports Complex, Crownpoint Road, Glasgow, G40 2AL, various community sites in the East End of Glasgow and home.

Salary

The starting salary offered for the post will be **£18,304**. 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 20 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.

Scottish Athletics Limited, Laurie Liddell Clubhouse, 42 Peffermill Road, Edinburgh, EH16 5LL

w. www.scottishathletics.org.uk e. admin@scottishathletics.org.uk

Registered Company SC217377 VAT reg no 596971174

