



## Scottish Athletics Limited

Information for applicants for the position of

# Giffnock North AC Club Manager and Administrator

Salary £10,920  
(15 hours per week\*)  
[2 year Fixed Term]

### 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.

Giffnock North AC based in East Renfrewshire and the south side of Glasgow are one of the largest and most successful athletics clubs in Scotland with around 700 junior and 200 senior athlete members, supported by a volunteer workforce of over 100. Giffnock North AC, a charity, are developing an exciting new vision and strategy to drive the club forward.

### About You

We are looking for an enthusiastic and motivated individual with a passion for sports development and club development. You will have a strong understanding of how clubs operate and experience in development and administration. You are someone who thrives in a dynamic environment, are well organised, can think creatively to overcome challenges, and is committed to supporting both athletes, volunteers and the broader community.

If you're excited about the opportunity to make a meaningful impact to Giffnock North AC and be a key part of the new club vision and strategy, we'd love to hear from you!

**About the Role**

To support the Board of Giffnock North AC, its committees, its membership and partners, through delivering key operational, administrative, and development functions. This role has responsibility for day-to-day club operations and strategic business development.

**Staff**

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

**Place of Work**

Hybrid working between the clubs training locations in East Renfrewshire/Glasgow and home.

**Salary**

The starting salary offered for the post will be £10,920 per annum. 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 15 hours per-week. Due to the nature of the post, there will be a 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.

\*There is the opportunity for the hours per week of the post to increase.

**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.

