



Scottish Athletics Limited

Information for applicants for the position of

Welfare Officer

Salary £18,000

(22.5 hours per week)

2-year Fixed Term (with the possibility of extension)

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.

About You

We are looking for a motivated, proactive Welfare Officer to support **scottishathletics'** ambitions to ensure the delivery of safe and enjoyable athletics experiences for all.

A strong understanding of the role of safeguarding, welfare and well-being in sport along with a proven track record in managing concerns and investigations is vital for this role. A sound understanding of the PVG legislation, the associated code of practice and the application process is also essential.

You will have an awareness of the vital role that Club Welfare Officers play in creating an environment where everyone can feel welcome, safe, valued, and included, whatever their background or role in the sport.

With a passion for working with others, you will have experience of working with a range of stakeholders and display excellent organisation, reporting and communication skills.

With a forward-thinking approach, you will bring self-discipline and enthusiasm to the role using your skills and experience to innovate and continuously evolve our offering of education and support in this fundamental area.

About the Role

scottishathletics' believe that everyone who takes part in our sport has the right to be respected, valued, protected and to fulfil their potential in a safe, positive, fun and nurturing environment.

In this role, you will be joining the wider Coaching and Welfare team as one of two vital Welfare Officers. You will be instrumental in proactively prioritising the safeguarding, welfare, and well-being of every participant in our sport.

In addition to engaging with key partners and agencies in Scotland, in supporting the UK wide approach to Safeguarding in Athletics, you will work in close collaboration with the team at UK Athletics. This will include the management of concerns and the development and implementation of policies and procedures.

Key functions will include:

- **Support and Development:** Deliver essential support, training, and development for staff, Club Welfare Officers and other key individuals participating in our sport.
- **Managing Concerns and Investigations:** Act as a primary contact and, where relevant, lead investigator for concerns or complaints.
- **Policies and Procedures:** Development, communication, and implementation of policies, procedures and best practice guidance across the sport.
- **Compliance:** Ensuring compliance with relevant legislation and standards, including the Protection of Vulnerable Groups (Scotland) Act 2007 and **sportscotland** Standards for Child Wellbeing and Protection in Sport.
- **Collaboration and Communication:** Collaborate effectively with stakeholders and key partner agencies to imbed robust welfare and safeguarding practices.

Staff

scottishathletics employs 34 members of staff and 24 Club Together Officers.

Place of Work

Hybrid working. The **scottishathletics** office is based at Laurie Liddell Clubhouse, 42 Peffermill Road, Edinburgh, EH16 5LL. **scottishathletics** also has an office within the Emirates Arena, 1000 London Road, Glasgow, G40 3HG.

Salary

The starting salary offered for the post will be £18,000. 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

Death in Service x 2

Hours of work

The person appointed will be expected to work for 22.5 hours per-week. Due to the nature of the post, there may be occasions where there is a requirement to work in the evening 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).

Travel and Subsistence

The post holder may occasionally be required to travel to meetings within Scotland and occasionally in the UK. Travel and subsistence will be reimbursed at **scottishathletics'** current rates.

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.

