



Scottish Athletics Limited

Information for applicants for the position of

Competitions Administrator

Salary £24,242
(37 hours per week)

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, organised and detail-focused administrator to provide high-quality support across **scottishathletics'** competition, licensing, officials' education and course measurement functions. You will have strong administrative skills, with proven experience in managing processes, maintaining accurate records and coordinating effectively with colleagues, volunteers and external partners. You will also be confident using a range of systems and digital tools, with the ability to prioritise tasks, meet deadlines and ensure information is communicated clearly and efficiently. You will bring a proactive, solutions-focused approach to your work, seeking ways to streamline processes and uphold high standards of accuracy and consistency. With excellent attention to detail and a collaborative mindset, you will contribute to the smooth delivery of competitions and administrative services, helping to ensure a professional and well-organised experience for all involved.

About the Role

The Competitions Administrator plays a central role in ensuring the effective delivery of **scottishathletics'** competitions, licensing, officials' education and course measurement functions, all of which are vital to the smooth operation of the sport across Scotland. Working closely with colleagues, event organisers and volunteers, the postholder will oversee key administrative processes, maintain accurate records and communications, and support the systems that underpin competitions and officiating. While primarily office-based, the role occasionally supports on-site events and contributes to the continuous improvement of administrative procedures, helping to ensure that athletes, officials and partners experience a well-organised, professional and reliable service.

Staff

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

Place of Work

Hybrid working. The **scottishathletics** office is based at Laurie Liddell Clubhouse, 42 Peffermill Road, Edinburgh, EH16 5LL.

Salary

The starting salary offered for the post will be £24,242. 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

Extra five days annual leave after five full years' service (pro rata)

Death in Service x 2

Hours of work

The person appointed will be expected to work for 37 hours per-week. Due to the nature of the post, there may be an occasional requirement to work in the evening or 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, increasing to 30 days after five years' service. In addition, the public holiday entitlement is 10.5 days.

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.

Application Process

Applicants should apply by submitting the application form, a covering letter (addressing how the applicant's skills and expertise fit with the job role and candidate specification), and the equal opportunities form, to opportunities@scottishathletics.org.uk.

The closing date for applications is **noon on Thursday 8th January 2026** with interviews taking place during the week commencing Monday 19th January at Laurie Liddell Clubhouse, 42 Peffermill Road, Edinburgh, EH16 5LL.

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).

Any offer of employment would be subject to proof of existing right to work in the UK, satisfactory criminal record/background check, and references.

If you require any reasonable adjustments, please email opportunities@scottishathletics.org.uk

