

**Scottish Athletics Limited**

**Information for applicants for the position of**

**Club Operations Officer - CAAC**

**Salary £5,596**  
**(8 hours per week)**  
**[3-year Fixed Term]**

This post is employed by **scottish**athletics and funded through a partnership between **scottish**athletics and **Corstorphine Amateur Athletics Club**. You will work directly with the athletics club **Corstorphine Amateur Athletics Club** with support from **scottish**athletics National Club Managers

**About Us**

**scottish**athletics 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 **scottish**athletics 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 **scottish**athletics 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 **scottish**athletics strives to continuously evolve to deliver on our vision for the sport.

**Corstorphine Amateur Athletics Club** is a vibrant, community-focused athletics club that welcomes members of all ages and abilities, from absolute beginners to high-performance athletes. We are proud to provide opportunities for everyone to participate, develop, and thrive within the sport.

Our vision goes beyond athletic performance. We aim to help our athletes, coaches, officials, volunteers, and wider community reach their full potential both on and off the track. At the heart

of the club is a strong commitment to creating a fun, safe, friendly, inclusive, and supportive environment where every member feels valued.

With a strong coaching structure, growing membership, and a clear commitment to community engagement, CAAC continues to play a leading role in expanding athletics participation in Edinburgh and beyond.

### **About You**

You are an organised, proactive individual with strong communication skills and a passion for sport and community development. You have experience in administration, governance, or club operations and are confident managing multiple priorities. You enjoy working with people and building partnerships that create real impact.

Experience in sport development, volunteer coordination, or working with community organisations would be advantageous, but above all, you bring initiative, reliability, and enthusiasm to help the club grow and thrive.

### **About the Role**

This role will play a key part in strengthening the operational foundations of Corstorphine Athletics Club, ensuring that the club is well positioned for long-term growth and sustainability. The postholder will focus on improving governance, administration, communication, and membership processes while supporting recruitment and engagement across the club 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 Saughton Running Track, EH11 3HB and home.

### **Salary**

The starting salary offered for the post will be **£5,596** per annum (£13.45 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 8 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.

### **Application Process**

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

The closing date for applications is noon on **2<sup>nd</sup> February 2026** with interviews taking place on the **week beginning 16<sup>th</sup> February, in Edinburgh (venue TBC)**.

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](mailto:opportunities@scottishathletics.org.uk)

