



Scottish Athletics Limited

Information for applicants for the position of

Club Engagement & Development Officer

Lasswade AC

Salary £8,736
(12 hours per week)
3-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.

Lasswade Athletics Club, founded in 1981, provides people from South Edinburgh to the Borders with opportunities to take part in athletics and strive for excellence. The club is proud of its competitive tradition but remains inclusive, welcoming all abilities, from beginner joggers to experienced athletes.

The club is built on team spirit, enjoyment, and personal achievement, creating a supportive environment for all.

About You

We are looking for a passionate and dedicated individual who is committed to the development of athletics at all levels. The ideal candidate will have a strong understanding of coaching, athlete development, pathways and club management. You should be highly organised, a great communicator, and able to work collaboratively with coaches, athletes, volunteers, and external partners.

About the Role

This role will play a key part in supporting the growth and development of Lasswade Athletics Club. The postholder will help recruit, support, and retain volunteers, coaches, and officials while increasing participation and competitive opportunities across all age groups and disciplines. They will assist the Club Board with administration, facility liaison, and maximising charitable status through funding opportunities. Working closely with partners such as Midlothian Active Schools and Dalkeith Campus, the role will also coordinate new Run, Jump and Throw sessions, supporting the transition of young athletes into the club's main coaching programme. It's a hands-on, community-focused position with real impact.

Staff

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

Place of Work

The successful candidate will have a hybrid working arrangement between Dalkeith Campus, 4 Cousland Road, Dalkeith EH22 2PS and home.

Salary

The starting salary offered for the post will be £8,736. 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 12 hours per-week. On a few occasions there may be 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.

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 Wednesday 11th March 2026 with interviews taking place week commencing 23rd March 2026 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

