



## Scottish Athletics Limited

Information for applicants for the position of

# Club Development Officer Orkney Athletic and Running Club

Salary £8,060  
(10 hours per week)  
[3-year Fixed Term]

### About Us

#### Scottishathletics

**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.

#### Orkney Athletic and Running Club

Orkney Athletic and Running Club is a well-established, ambitious and successful athletics club based in the Orkney Islands. With a growing membership of over 195 members, the club provides opportunities for athletes of all ages and abilities to participate, develop and achieve within a supportive and inclusive environment.

The club has a strong track record of delivering quality coaching and fostering athlete progression, from grassroots participation through to competitive performance. It plays a central role in the local community, promoting physical activity, wellbeing and a lifelong engagement in sport.

Driven by a commitment to continuous improvement, Orkney Athletic and Running Club is focused on strengthening its structures, expanding opportunities for members, and building a sustainable future. As part of the **scottishathletics** Club Together programme, the club is investing in its development through the creation of a new Club Development role, which will play a key part in supporting its ongoing growth and success.

### **About You**

You are an organised and proactive leader with a strong commitment to athlete and coach development across all levels. You ensure high standards in safety, welfare and safeguarding, while supporting coaches with the resources and opportunities they need to succeed.

You are passionate about developing people, from helping coaches gain qualifications to identifying appropriate competitions and support pathways for athletes. A confident communicator, you represent the club positively to athletes and parents, while maintaining strong links between the coaching team and the Board through clear updates and feedback.

You are detail-oriented and capable of managing key processes such as training bookings, new athlete intakes, and team selection criteria. You work collaboratively to ensure smooth transitions between training groups and create a positive, structured environment.

Forward-thinking and solutions-focused, you are motivated to strengthen the coaching structure through recruitment, development and clear processes, building long-term resilience within the team.

Above all, you are dedicated to creating a supportive, high-quality environment where athletes and coaches can thrive.

### **About the Role**

This is a key club role responsible for overseeing the delivery and development of training across primary, secondary and senior levels within the club. You will ensure that all training environments are safe, well-organised and aligned with high standards of welfare and safeguarding, while supporting coaches with the equipment and structure they need to deliver effectively.



You will play a central role in both coach and athlete development. This includes supporting coaches and assistants to access appropriate qualifications and development opportunities, as well as guiding athletes through suitable competition pathways and identifying additional support where needed.

The role involves coordinating key operational areas such as training bookings, managing new athlete intakes, and ensuring clear communication around group availability. You will also oversee selection standards and criteria for representative competitions, ensuring a fair and transparent process.

Acting as a key link between the coaching team and the Board, you will facilitate regular communication, updates and feedback to support effective decision-making. You will also represent the club to athletes and parents/guardians, helping to create a positive and inclusive environment.

A key focus of the role is to strengthen and future-proof the coaching structure by supporting recruitment, building depth across disciplines, and developing clear, sustainable processes that enhance long-term resilience.

### **Staff**

**scottishathletics** employs 33 members of staff and 22 Club Together Officers.

### **Place of Work**

Hybrid working. Home and The Pickaquoy Centre Muddisdale Rd, Kirkwall KW15 1LR.

### **Salary**

The starting salary offered for the post will be £8,060 . 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 10 hours per-week. Due to the nature of the post, there will be a requirement to work in the evenings and at weekends” more appropriate. 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 three-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](mailto:opportunities@scottishathletics.org.uk).

The closing date for applications is noon on Wednesday 1<sup>st</sup> July 2026 with interviews taking place online, week commencing 13<sup>th</sup> July 2025.

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)

