

Scottish Athletics Limited

Information for applicants for the position of

Club Together Officer, Helensburgh AAC

Salary £5,596
(8 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.

Helensburgh Amateur Athletics Club (HAAC)

HAAC is committed to creating opportunities for people to participate, develop and thrive through sport. Our vision is for everyone to have the opportunity to engage in high-quality, inclusive and accessible programmes that improve lives and strengthen communities.

Equality, diversity and inclusion are central to everything HAAC does, and we work collaboratively with partners, communities and stakeholders to ensure our club is welcoming, representative and accessible to all.

At HAAC, we believe everyone should have the opportunity to reach their potential. By continually evolving and responding to the needs of Helensburgh and the surrounding areas, we remain focused on delivering our vision and creating positive, lasting change.

About You

We are looking for you to be an organised, proactive and motivated individual who is passionate about community sport and understands the important role that local athletics clubs play in improving people's lives. You enjoy working with a wide range of people and are confident building positive relationships with volunteers, coaches, members, partners and stakeholders.

You will have excellent organisational and administrative skills, with the ability to manage multiple priorities and deliver projects effectively. You are a confident communicator, both written and verbal, and are comfortable using a range of digital systems and social media platforms to engage members and promote the club.

Experience of working within a volunteer-led organisation, sports club or community setting is essential, along with an understanding of the opportunities and challenges facing grassroots sport. You will be collaborative, adaptable and solutions-focused, with the ability to motivate others and support volunteers to achieve shared goals.

Above all, you will share the values of Helensburgh Amateur Athletics Club and Scottish Athletics, demonstrating a commitment to equality, diversity and inclusion and helping to create an environment where everyone feels welcome, valued and supported to reach their potential.

About the Role

We are looking for an enthusiastic and organised Club Together Officer to play a key role in supporting the continued growth and development of Helensburgh Amateur Athletics Club.

Working closely with the Helensburgh AAC Committee and Scottish Athletics you will help deliver the club's strategy to create a thriving, inclusive and sustainable athletics club at the heart of the local community. You will provide day-to-day administrative and operational support, coordinate projects and volunteers, develop effective communications and marketing, and help strengthen opportunities for people of all ages and abilities to participate in athletics.



This is a varied and rewarding role, offering the opportunity to work across all aspects of club development. From supporting coaches and volunteers, coordinating competitions and training activities, maintaining club systems and communications, to developing partnerships and promoting the club within the community, you will make a direct contribution to the future success of Helensburgh AAC.

Working alongside the National Club Manager at Scottish Athletics, you will help deliver the club's strategic objectives, support sustainable membership growth, enhance the volunteer experience and ensure the club continues to provide a welcoming environment where athletes can develop, achieve and enjoy the sport.

Staff

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

Place of Work

Hybrid working. HAAC Club House Redgauntlet Road, Helensburgh, G84 7TW.

Salary

The starting salary offered for the post will be £5,596. 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 a 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), increasing to 30 days after five years' service. 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 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.

The closing date for applications is noon on Friday 7th August 2026 with interviews taking place week commencing 17th August 2026 at HAAC Club House Redgauntlet Road, Helensburgh, G84 7TW.

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



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