



Scottish Athletics Limited

Information for applicants for the position of

Shettleston Harriers Club Administration Officer

Salary £8,320
(10 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.

Shettleston Harriers is one of Scotland's most historic and inclusive athletics clubs affiliated to **scottishathletics**, with a proud tradition of fostering talent and promoting athletics in the heart of Glasgow since 1904. Their mission is to provide opportunities for individuals of all ages, abilities, and backgrounds to enjoy, participate in, and excel in athletics.

They are a vibrant and welcoming club, offering a wide range of activities, from track and field to road running, cross-country, and community-based programs. They are committed to making a positive impact by breaking down barriers to participation and creating a supportive environment for everyone.

Their members range from beginners to elite athletes, with a strong focus on nurturing young talent and engaging with under-represented groups in the local communities. Through their Run-Jump-Throw program, community initiatives, and competitive events, we aim to inspire a lifelong love of athletics while promoting health, wellbeing, and inclusion.

About You

You are highly organised, detail-oriented and enjoy creating efficient systems and processes. You are comfortable managing a varied workload, can prioritise competing tasks and are confident working independently while building positive relationships with volunteers, board members and external partners.

You will have experience in administration and financial record-keeping, with strong IT skills and confidence using Microsoft Office applications. Excellent communication skills and a friendly, professional approach are essential, as you will often be the first point of contact for members and enquiries.

An interest in community sport or the voluntary sector would be an advantage, although previous experience within athletics is not essential. Most importantly, you will be motivated by the opportunity to make a positive contribution to a growing club and help strengthen its long-term sustainability.

If you are looking for a flexible role where your organisational and administrative skills can make a genuine difference to a thriving community sports club, we would love to hear from you.

About the Role

Shettleston Harriers is looking for an organised, proactive and reliable Club Administration Officer to join our team on a part-time basis.

This newly created role is an exciting opportunity to play a key part in the continued development of one of the Glasgow's largest athletics clubs. Working closely with the club board, treasurer, coaches and volunteers, you will support the day-to-day administration of the club, helping to ensure our financial, membership and governance processes run efficiently.

A key part of this role is to strengthen organisational efficiency and governance through improved management of membership systems, payment tracking and the Scottish Athletics JustGo platform, while helping reduce the administrative burden currently placed on volunteers.

This role offers flexible hybrid working, making it ideal for someone who enjoys working independently while being part of a passionate community organisation.

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 Crownpoint Sports Complex, Crownpoint Road, Glasgow, G40 2AL, and home.



Salary

The starting salary offered for the post will be £8,320. 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. 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.

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 Wednesday 11th September 2026 with interviews taking place week commencing 21st September 2026 at The Glasgow International Arena, 1000 London Rd, Glasgow G40 3HG (formally The Emirates Arena),

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

