Scottish Athletics Limited

Information for applicants for the position of

Admin Officer Orkney Athletic and Running Club

Salary £7,020
(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 **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.

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 **scottish**athletics 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, 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 Orkney Athletic and Running 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 the OARC board, volunteers and members.

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

Place of Work
Hybrid working. Home and The Pickaquoy Centre Muddisdale Road, Kirkwall KW15 1LR.

Salary
The starting salary offered for the post will be £7,020. Annual pay awards will be made in accordance with the salary review procedures agreed by the **scottish**athletics 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 Friday 18th September 2026 with interviews taking place week commencing 28th September 2026 online.

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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LIVING WAGE EMPLOYER