



scottishathletics Ltd

Information for applicants for the position of

## Coaching and Welfare Administrator

(37hrs per week)  
Salary circa £18,000

### Introduction

*“Perform When It Counts”* is the strategy for **scottishathletics** – the Governing Body for Athletics in Scotland, covering the period 2015 to 2019. It is very deliberately positioned as a high level strategy providing aspiration, leadership, structure, and shaping the resources and work of **scottishathletics**. It builds on a successful phase of development and achievement from 2010 to 2014, with more success being achieved in 2015 and 2016.

*Perform When It Counts* is all about achieving and delivering excellence at all levels of athletics – for all, and across all disciplines of the sport. This integrated approach is central to the philosophy behind the strategy.

There are 152 athletic clubs in Scotland with a total membership of around 24,000. The clubs vary in size from small informal clubs with a handful of members to long-established clubs whose membership exceeds 600. Some clubs specialise in particular disciplines, and others cater for all aspects of athletics. In addition, there are 450 **jogscotland** groups and 30,000 members.

### Our Vision

*Perform When It Counts* further details the role that **scottishathletics** will play in the period 2015 to 2019 to realise our Vision:

Lead, develop and deliver the athlete pathway in all communities in Scotland, ensuring that it:

- Provides opportunities for all in learning, competing and contributing – at the level that is appropriate for them
- Identifies and supports athletes with potential to perform on the world stage
- Supports strong and sustainable clubs at the centre of development and delivery
- Motivates and supports our coaching community to excel at all levels
- Provides the right competition at the right level within the right environment
- Recruits and retains more people within the athletics community – performing in all roles
- Is resourced, managed, and governed to an excellent standard

## **Staff**

**scottishathletics** employs 27 members of staff and 26 Club Together Officers.

## **Conditions of Employment**

The successful candidate will be based at the **scottishathletics** office at Caledonia House, South Gyle, Edinburgh EH12 9DQ.

## **Salary**

The starting salary offered for the post will be circa £18,000 depending on the experience of the successful candidate. Annual pay awards will be made in accordance with the salary review procedures agreed by the **scottishathletics** Board of Directors.

## **Hours of work**

The person appointed will be expected to work for 37 hours a week. Due to the nature of the post, there will be a requirement to work evenings, however this will be arranged in advance with your line manager and will take account of the normal, agreed hours of work.

## **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, increasing to 30 days after five years' service. In addition, the public holiday entitlement is 10.5 days. Annual leave may be taken by prior arrangement with the line manager.

## **Travel and Subsistence**

The postholder may 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 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.

## **The Role and Responsibilities of the Coaching and Welfare Administrator**

**Responsible to:** Head of Coach Development

**Responsible for:** Administration of PVG Disclosure applications, and provide administrative support in the implementation of National qualifications programmes, **jogscotland** courses and coach development activities across Scotland

### **Key tasks will include:**

- To provide effective delivery and development support across the Coach Qualification and Development Pathway
- Deal with general telephone and email queries about coach qualifications, **jogscotland** courses, and coach development activities / courses
- Collate applications and monitor up take of coach qualifications, coach development and **jogscotland** courses
- Provide input to develop and improve the promotion, communication and booking of courses and workshops
- Communicate with tutors as and when appropriate
- Book facilities for coach qualifications, **jogscotland** courses and coach development activities
- Arrange travel and accommodation for coach qualifications, coach development and **jogscotland** tutors
- Ensure databases are up to date
- Work with the Officials Recruitment & Development Officer to provide agreed administration support
- Collate and check all PVG applications received from clubs & volunteers
- Complete and send all collated paperwork required by and to Disclosure Scotland, and record all applications
- Receive and maintain PVG certificates and update all files to database
- Support Welfare Officer during peak periods, or as appropriate
- Send relevant PVG paperwork to volunteers and clubs when requested
- Complete necessary financial processes related to coaching
- General administration support for the business function, as required

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation.

### Candidate Specification

<b>FACTORS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications and attainments</b>	Experience of responding to email, post and telephone enquiries, and the support of day to day activities for courses and workshops, preferably within a sporting context	<p>An understanding of Scottish Sport or athletics</p> <p>Holder of a current, full UK driving license and use of a vehicle</p> <p>Safeguarding and Protecting Children Course (within two months of appointment)</p>
<b>Work and other experience</b>	<p>Working in a sporting environment</p> <p>Experience of administrative work, including Microsoft Office and databases</p> <p>Liaison and management of volunteers</p>	<p>Understanding of relationships between Governing Bodies of sport and external partners</p> <p>Experience in a welfare / safeguarding role either in a professional or voluntary capacity</p> <p>An understanding of finance</p> <p>Professional use of social media</p>
<b>Skills</b>	<p>Effective written and verbal communication skills</p> <p>Sound administration and information technology skills</p> <p>Excellent interpersonal and communication skills</p> <p>Ability to multi task and work well to tight timescales whilst maintaining accuracy at all times</p> <p>Team player with ability to work well with others</p>	<p>Ability to adapt and respond to a variety of situations and people in order to meet changing priorities and different ways of working</p> <p>Initiate and develop practices, analyse and use judgement to identify the best solution</p>
<b>Disposition and Personal qualities</b>	Strong team player	A keen interest in sport

	Enthusiastic, energetic, hard working and reliable Ability to work flexible hours Resilient and determined Attentive to detail Quick to learn and able to work with a minimum of supervision	
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### Application Process

Applicants should apply by submitting the application form, covering letter (addressing how the applicant's skills and expertise fit with the job role and person specification) and equal opportunities form, marked "private and confidential", to Dawn Allan, Head of Operations, (or email to dawn.allan@scottishathletics.org.uk) at

**scottishathletics** Limited  
 Caledonia House  
 South Gyle  
 Edinburgh  
 EH12 9DQ

The closing date for applications is **12 noon on Monday 10<sup>th</sup> July 2017** with interviews taking place during week commencing 17<sup>th</sup> July 2017. Applications received after the closing date will not be considered.

**scottishathletics** is an equal opportunities employer.

