



**Scottish  
Swimming**

## **Education Administrator Part-Time Temporary Contract**

**Do you want to be part of a dynamic team  
for one of Scotland's leading sports?**

**Salary £20k pro rata plus 6% pension, 4 month contract  
Hours – 15 hours per week**

Scottish Swimming is one of the leading sports organisations in Scotland. We are seeking a highly organised Administrator with great computer skills and a can-do attitude to join our Education Team. Based at the National Swimming Academy in Stirling, you will support the department in administrative duties. Good communication and organisational skills are essential.

### **Key Functions:**

- Providing administrative support to the Education Team, learners, course organisers and tutors.
- Resulting learners for SQA (awarding body) and issuing certificates to candidates
- Setting up courses on both the Scottish Swimming membership system, and the education online learning system (training will be provided).
- Acting as a central point of contact between tutors and learners, from organising tutors for courses to assisting learners with booking on to courses.
- Providing support to learners to Using the OneFile system (Scottish Swimming online learning portfolio)

In return you will be offered an attractive salary, including contributory pension, as well as being part of a dynamic team that aims to ensure that Scottish Swimming continues to lead the way in innovation.

Scottish Swimming has a set of values which are available on [our website](#). We are committed to selecting staff solely on the basis of their ability to do the job for which they are being recruited. We welcome applications from all sectors of the community.

For further information about Scottish Swimming please visit our website at [www.scottishswimming.com](http://www.scottishswimming.com).

### **The Application Process**

1. Applications should include a cover letter addressing your fit with the position and with Scottish Swimming, along with a full CV. Please note there is not an application form. Please return your application by the closing date to Francesca Carlo, Services Manager, Scottish Swimming, National Swimming Academy, University of Stirling, Stirling FK9 4LA.  
Alternatively you can email applications to [f.carlo@scottishswimming.com](mailto:f.carlo@scottishswimming.com)  
All applications will be acknowledged.
2. In our commitment to equality we would also be grateful if you could complete the [Scottish Swimming Equality questionnaire](#) and return in a separate envelope, marked

Private and Confidential, directly to Francesca Carlo, Services Manager, Scottish Swimming, National Swimming Academy, University of Stirling, Stirling FK9 4LA. Your name will not appear on the form. Please be assured you will not be identified from answers you provide and the returned questionnaires will be seen only by the Scottish Swimming HR Department. All data will be processed in line with GDPR.

3. Unfortunately, applications received after the closing date cannot be considered.

**Closing Date for Applications:** 23<sup>rd</sup> July 2018  
**Interviews:** 30<sup>th</sup> July 2018  
**Start Date:** Mid August 2018

For an informal discussion about the post please call Francesca Carlo, Services Manager on 01786 466525, or Elaine MacKenzie, Director of Services on 07713 245734.

## SUPPORTING INFORMATION

### 1.0 INTRODUCTION

1.1 Scottish Swimming is the Governing Body for Swimming, Diving, High Diving, Masters Swimming, Open Water Swimming, Synchronised Swimming and Water Polo. Swimming is a sport for everyone and we are committed to developing the sport in an inclusive, equitable and fair way.

**Our Vision** is: Everyone can Swim!

**Our Mission** is: To inspire our members and partners in the development of aquatics, providing leadership and expert support, resulting in more people taking part and reaching their full potential.

**Our Strategic Objectives** are:

- To increase the number of people of all ages and abilities participating in swimming for health, fitness and fun.
- To support and develop stronger, more sustainable clubs that will provide increased and quality opportunities for people to participate at all levels.
- To enhance the aquatic pathway, ensuring high performance results through effective athlete development and quality coaching.

### 2.0 OUR STRUCTURE

2.1 Scottish Swimming has a governance structure which includes a Council elected from our membership and headed by our President and a Board appointed on a skills base, led by our Chair. In addition there are a number of committees including: Swimming; Diving; Water Polo; Masters; Open Water; Synchronised Swimming; Technical Officials; Editorial Board; and Audit & Risk

The organisation is structured in three departments; Development, Performance and Services. Each department has a Director and the three Directors along with the CEO, Head of Marketing and Finance Manager make up the management team. The company currently employs 28 full time and 6 part time staff. The current staffing structure is found [here](#).

Scottish Swimming boasts a modern, forward thinking culture. We engage with our team to develop our way of working+ including clear direction, flexibility, responsibility, teamwork and trust. We identify our governing body needs and then determine if we can meet individual needs of our colleagues to achieve our company goals. Being creative, we can often deliver a superior service for our partners and

customers while providing our staff with a flexible and rewarding experience. Overall, the culture reflects a warm and supportive but also challenging environment.

### **3.0 OUR MEMBERS AND PARTNERS**

#### **3.1 Our membership**

- We have circa 22,000 members including athletes, teachers, coaches, and volunteers.
- We have 162 clubs which vary in size from 8 to 657 members.
- We have 38 affiliated swim schools, which offer organised learn to swim opportunities and these vary in size from a small number to over 5,000 customers.
- There are member clubs and swim schools across all parts of Scotland.

#### **3.2 Our partnerships**

- Key partners include **sportscotland**, the Scottish Government, Local Authorities, Leisure Trusts, British Swimming, Commonwealth Games Scotland, and Scottish Disability Sport.
- Critical to our sport are the partnerships with pool operators and owners.
- Through strong partnerships, Scottish Swimming can support operators and members to maximise pool usage and ensure good links between Learn to swim and Club swimming.

### **4.0 CONDITIONS OF EMPLOYMENT**

4.1 The successful candidate will be based at our headquarters at the NSA, University of Stirling, Stirling, FK9 4LA.

4.3 The post is offered as a temporary part-time position.

4.3 The Scottish Amateur Swimming Association Limited operates a full disciplinary procedure.

4.4 Working hours to be agreed with the Services Manager.

### **5.0 SALARY**

The salary for the post is £20,000 pro rata.

### **6.0 ANNUAL LEAVE AND PUBLIC HOLIDAYS**

The annual leave entitlement is 28 days plus 8 public holidays pro rata to be taken in agreement with the Services Manager.

### **7.0 SCOTTISH SWIMMING HEADQUARTERS**

Scottish Swimming's headquarters is based at the National Swimming Academy (NSA) on the University of Stirling campus, 45 minutes north of both Edinburgh and Glasgow by road. The University is Scotland's University of Sporting Excellence and is also home to the **sportscotland** Scottish Institute of Sport, Commonwealth Games Scotland offices, a number of other governing bodies and national training facilities.

### **8.0 GDPR**

In accordance with GDPR please click to access [Scottish Swimming's privacy policy](#).