

Aberdeen AAC Club Manager Job Description and Personal Specification

Job Title	Aberdeen AAC Club Manager
Reports to	Partnership Management Steering Group (including; Aberdeen AAC, Aberdeen Sports Village and scottishathletics)
Salary	£9386 (18 hours per week)

Purpose of the Job

Working alongside the Board/ Committee, membership and partners, the Club Manager will provide day-to-day support for the leadership within the club, assisting with the development and implementation of the club's business plan (including the **scottishathletics** club modernisation resources and expertise) and ultimately moving the club toward a 7-day a week business.

Key Accountabilities

- ❖ Lead and support the implementation of the Aberdeen AAC development plan and identified areas
- ❖ Work with club officers to adhere to club's financial plan and support as appropriate in relation to development projects
- ❖ Support the administration of the club within the framework of the Committee's policies, documented procedures, development/ business plan and approved budgets.
- ❖ Work alongside the Pathways Development Officer to ensure the continued growth in the club by increasing active participation and retention of athletes
- ❖ Plan and maximise resources and deliver cost effective, efficient support services to the members of the club
- ❖ Recruit, retain, reward and develop all club volunteers
- ❖ Work in partnership with a range of agencies to raise the profile of the athletics club in the local community
- ❖ Work alongside Aberdeen Sports Village and the PDO to develop the Kids@ASV programme. Focus areas including coach development and transition to main club sessions.
- ❖ First point of contact for all club related queries, with a particular lead role in communication with the relevant departments within Aberdeen Sports Village.
- ❖ Develop effective working relationships with relevant local and national organisations.
- ❖ Any other areas of work as deemed appropriate by the club or steering group.

Partnership Working, Monitoring and Evaluation

- ❖ Work with key Partners to deliver all aspects of the project.
- ❖ Report progress against club development plan and key performance indicators.
- ❖ Ensure effective links with local press to increase club profile in community.
- ❖ Completion of **scottishathletics**, and any other, reporting.

Aberdeen AAC Club Manager Personal Specification

Factor	Essential	Desirable
Qualifications and Attainments	<ul style="list-style-type: none"> • Driving License • Access to transport 	<ul style="list-style-type: none"> • Willingness to work towards an athletics related qualification • Sports related degree/qualification or relevant experience • First aid certificate • Willingness to actively participate in the scottishathletics Club Leaders Academy Programme

Experience & knowledge (in an employed or voluntary capacity)	<ul style="list-style-type: none"> • IT skills and experience • Experience of working effectively with partners • Experience and knowledge of working with volunteers • Experience of initiating, developing and evaluating projects • Experience of supervising projects and people 	<ul style="list-style-type: none"> • Experience of working in a sports development environment • Knowledge of national sporting/physical activity initiatives & strategies • Knowledge and understanding of athletics development pathways (LTAD) Knowledge and understanding of issues affecting athletics clubs
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Competencies – Skills & Knowledge

Leadership	<ul style="list-style-type: none"> • Ability to remain open to ideas • Ability to motivate and support others to take action/participate • Be able to establish clear goals 	
Managing Delivery	<ul style="list-style-type: none"> • Be able to plan and prioritise workloads – short and long term • Ability to manage resources to ensure work is completed efficiently • Be able to achieve goals and meet deadlines despite obstacles. • Be proactive in improving existing activities and processes 	
Change Management	<ul style="list-style-type: none"> • Be able to successfully adapt to and works effectively with changing situations • Have experience of working with a variety of different groups 	
Relationship Building	<ul style="list-style-type: none"> • Ability to work with club members and other partners in a manner which gives them confidence in your intentions • Understands & meets partner needs, keeping them updated 	
Communication & Organisation	<ul style="list-style-type: none"> • Excellent organisational skills • Ability to communicate with others in a positive and influential manner • Ability to ensure relevant information is communicated to the right people, in the right style, at the right time 	
Additional Requirements	<ul style="list-style-type: none"> • Ability to undertake flexible working hours • Satisfactory Disclosure Scotland / PVG Check 	<ul style="list-style-type: none"> • Experience of sourcing and securing funding