



Business Development Officer Shettleston Harriers Athletics Club Job Description and Personal Specification

Job Title	Business Development Officer
Reports to	Partnership Management Steering Group (Shettleston Harriers, scottishathletics , Glasgow Sport)
Salary	£4, 592 (10 hours per week)

Purpose of the Job

To lead and support the committee of Shettleston Harriers, its membership and partners. You will provide day-to-day support for the leadership within the club specifically leading on the implementation of the club's business plan and a strong and clear governance model for the club and move toward a 7-day a week business.

Key Accountabilities

Responsible for:

- Lead on the ensuring the club has good governance and legal structure in place
- Ensure that club policies and procedures are in place and carried out to a high standard
- Lead in the development and delivery of the clubs business plan
- Assist with the Management of the club and support the committee
- Support the development and delivery of the clubs financial plan including looking at ways to aid in increase income through membership fees/payments, grant funding, fund raising, gift aid e.t.c.
- Ensure correct payroll structure is in place and implemented for the payment of coaches and other paid staff as and when required
- Market the club through a variety of means including Local Authority support, press releases and digital media fully

Partnership Working, Monitoring and Evaluation

- Work closely with key personnel within Glasgow Life/Glasgow Sport to deliver all aspects of the project
- Maintain close links with scottishathletics National Club Manager
- Record baseline data on current club structure
- Provide regular monitoring reports and case studies to demonstrate delivery against agreed KPI's

Shettleston Harriers Club Business Development Officer Person Specification

Factor	Essential	Desirable
Qualifications and Attainments	<ul style="list-style-type: none"> • Driving License • Business Management/HR qualification(s) • Administration Experience 	<ul style="list-style-type: none"> • Business Management/HR related degree/qualification or relevant experience • Access to transport •

Experience & knowledge (in an employed or voluntary capacity)**	<ul style="list-style-type: none"> • Experience of working within a commercial environment • Experience of working effectively with partners • Experience and knowledge of working with volunteers • Knowledge and understanding of issues affecting athletics clubs • 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 sports development pathways (LTAD)
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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 • Keeps partners 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"> • IT skills and experience • Ability to undertake flexible working hours • Satisfactory Disclosure Scotland / PVG Check 	<ul style="list-style-type: none"> • Experience of sourcing and securing funding