

Livingston AC Club Business Officer

Job Description and Person Specification

Job Title	Livingston AC Club Business Officer
Reports to	Partnership Management Steering Group (Livingston AC, scottishathletics , West Lothian Council)
Salary	£5,850 per annum (10 hours per week)

Purpose of the Job

To provide day-to-day support to the Club Board, focusing on the development and delivery of the club's business/development plan and providing a strong and clear governance model for the club, to ensure that a vibrant athletics club sits at the centre of sustainable athletics development within the community.

Key Accountabilities

Responsible for:

- Lead and support the implementation of the club business/development plan.
- Support the Club Board to develop and improve on the Clubs governing documents.
- Support the Club Board to develop and enhance the Club Management structure.
- Support the Club Board to maximise the Club's Charitable Status including the implementation of gift aid and other financial opportunities.
- Establish and manage a payroll system for the Club.
- Have responsibility for running the administration of the Club within the framework of the Board's policies, documented procedures, development/ business plan and approved budgets.
- Support the Club Board with minute taking as required.
- Work with Club Board and staff to recruit, retain, reward and develop all club volunteers.
- Plan and maximise resources and deliver cost effective, efficient support services to the members of the club.
- Any other areas of work as deemed appropriate by the club line manager or steering group.

Partnership Working, Monitoring and Evaluation

- Work with key partners to deliver all aspects of the project.
- Maintain close links with appropriate **scottishathletics** staff.
- Record baseline data on current club structure.
- Provide regular monitoring reports and case studies to demonstrate delivery against development plan and agreed performance indicators.
- Work in partnership with a range of agencies to raise the profile of the athletics club in the local community

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Person Specification

Factor	Essential	Desirable
Qualifications and Attainments	<ul style="list-style-type: none"> • Business Management/HR qualification • Holder of a current, full UK driving licence and use of a vehicle • Administration experience 	<ul style="list-style-type: none"> • Business Management/HR related degree/qualification or relevant experience

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