



Team East Lothian Athletics Club
(registered charity in Scotland, SC045501)

JOB DESCRIPTION

Post Title:	Club Business Officer
Location:	Main base – Home & Meadowmill Sports Centre
Reporting to:	Club Chair
Responsible to:	Team East Lothian Board of Trustees & Management Committee
Post Agreement:	£5,200 per annum (10 hours per week) Initial Fixed Term 6months Contract for Services Flexible Working Required (min. 2 evenings per month) & access to own transport

Since 2012, Team East Lothian has been shaping the athletics pathway in East Lothian and is recognised as a talent environment for athletics. As a registered charity, we have strong community links. As we strive to improve our sporting outcomes and aspirations, we have an equal focus on how as an athletics club and as a charitable organisation we can become an integral part of our local community in East Lothian.

As Team East Lothian Athletics Club continues to grow, we are looking for a dynamic individual to provide day to day support to the Management Committee and Board of Trustees and to provide efficient administration, financial management. The individual will act as key link for club members and parents as well as other key partners.

Major Tasks

- Responsible for membership administration and maintaining up to date finances for Team East Lothian. Maintain and improve systems for recording information about members, possibly implementing a new Scottish Athletics membership and bookkeeping database later in the year.
- Act as the key point of contact for the club, supporting communication between club members, parents, coaches, Athletics Development Officer, Management Committee & Board of Trustees.
- Support the Board of Trustees to ensure the club complies with all relevant charity and data protection law and adheres to best governance practices.
- Support the Committee and Trustees in the implementation of the club business and development plan, with a focus on establishing a payroll system, funding applications, utilising gift aid opportunities and developing a sustainable financial model for the next five years.
- Support coaches and Management Committee in administration duties relating to competition, training and events; support the Athletics Development Officer with administration related to community engagement projects.
- Attend meetings of Management Committee and Board of Trustees and support with minute taking as required (on average once per month).
- Ensure payments are recorded and banked on a regular basis and monthly monitoring of budgets and liaison with Team East Lothian Treasurer
- Monitor, evaluate, record baseline data on current club structure, membership and funded projects.
- Any other tasks as deemed appropriate



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Candidate Specification

FACTORS	ESSENTIAL	DESIRABLE
Qualifications and attainments	Educated to HNC level or equivalent, or a minimum of three years appropriate work experience	
Work and other experience	Excellent IT experience, including Word, PowerPoint and Excel Experience of computerised finance systems	Experience of establishing web based payment systems Experience of developing and maintaining websites
Skills	Excellent interpersonal and communication skills Ability to deal directly with members/public in a friendly and efficient manner Ability to multi task and work to tight timescales whilst maintaining accuracy at all times Plans ahead and manages time effectively including prioritising workload Excellent organisational and administrative skills Team player with ability to work well with others, and to tight timescales	Experience of databases
Disposition and Personal qualities	Enthusiastic, focussed, trustworthy and reliable Ability to work flexible hours Confident and able to work independently Nunerate and meticulous	A keen interest in Scottish athletics/sport

For more information / to speak about the role please contact Graham McPheat, Club Chair on 07790426514.

If you are interested in the role, please send a copy of your CV to clubofficer@teameastlothian.org by 12noon on Monday 19 March 2018.