

## The Role and Responsibilities of the National Club Manager

<b>Responsible to:</b>	Head of Development
<b>Direct reports:</b>	Club Together staff (approx. 6)
<b>Responsible for:</b>	Leading the development and implementation of club development projects to inspire, empower and support <b>scottishathletics</b> member clubs

### Key tasks will include:

- Leading on the planning and delivery of national development projects as identified by the Head of Development
- Working with targeted clubs (identified by the Development Team) to develop and implement appropriate business models for the furtherance of their objectives
- Analysing and utilising key demographic and population data to help inform the strategic direction of the member clubs
- Proactively supporting the modernisation of the targeted clubs by engaging them in **scottishathletics** club development programmes, and developing tailored services, workshops, and resources to meet their needs
- Supporting the development of identified Club Together clubs and proactively engaging new clubs in the Club Together project
- Identifying and engaging approved business services/ experts to support clubs at appropriate times
- Identifying appropriate education and development opportunities for key volunteers and staff within the targeted clubs to support their development
- Support and encourage **scottishathletics** member clubs to utilise the fully integrated ClubServe system for online affiliation, club management and future development.
- Working with other **scottishathletics** staff, national and local partners to support the development of our clubs, the infrastructure for the sport and growth in membership
- Responsibility for collating and reporting to **scottishathletics** and partners on the progress of the targeted clubs supported by the post

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation.

## Candidate Specification

FACTORS	ESSENTIAL	DESIRABLE
<b>Qualifications and attainments</b>	Qualified to degree level in a sport or business-related discipline <u>or</u> equivalent experience in sports development or sports management	
<b>Work and other experience</b>	<p>Experience of successfully developing and leading national projects</p> <p>Evidence of implementing innovative solutions to meet and exceed objectives</p> <p>Experience of managing staff and/or volunteers in a sports / education related environment</p> <p>Experience of working with and developing small businesses or sports clubs</p> <p>Evidence of utilising internal and external data to inform strategic decisions and develop appropriate business models</p> <p>Knowledge of the wider aspects of the national strategy for <b>scottishathletics</b></p> <p>Experience of working with business experts within a sports development context</p> <p>Evidence of influencing coaching structures and coach development within a club environment</p>	Experience of working with partners and consultants to enhance equality, diversity, and inclusion within a sport development context
<b>Skills</b>	<p>Strong communication and presentation skills, both oral and written along with evidence of experience of delivering presentations</p> <p>Effective interpersonal and strategic management skills enabling the development of networks and partnerships</p>	

	<p>A team player with ability to work with and motivate others, particularly volunteers</p> <p>Ability to work under pressure and to tight deadlines</p> <p>Good self-discipline to work independently and manage a demanding workload</p>	
<b>Disposition and Personal qualities</b>	<p>Enthusiastic, energetic, hardworking, resilient, and reliable with a proven track record of achievement</p> <p>Commitment to personal development and a willingness to learn</p> <p>Holder of a current, full UK driving license and use of a vehicle</p>	

### Application Process

Applicants should apply by submitting the application form, covering letter (addressing how the applicant's skills and expertise fit with the job role and person specification) and equal opportunities form, marked "private and confidential", to Francesca Snitjer, Executive & Equalities Officer, via email at [francesca.snitjer@scottishathletics.org.uk](mailto:francesca.snitjer@scottishathletics.org.uk).

The closing date for applications is **noon on Wednesday 8<sup>th</sup> December 2021** with interviews taking place during week commencing **Monday 13th December 2021**.

Incomplete applications or those received after the closing date will not be considered.

**scottishathletics** is an equal opportunities employer.



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