



Victoria Park City of Glasgow AC Business Administrator

Job Description and Person Specification

Job Description

The Business Administrator will provide support to the Club Board and members through assuming the following responsibilities:

- Develop the club membership and maintain the membership database.
- Provide administration support and co-ordination linked to competitions and team management.
- First point of contact for all club related queries including a lead role in communication with all relevant partners
- Support the Club Board regarding effective governance (including SCIO and OSCR compliance), development of policies and procedures and the implementation and delivery of a club development plan.
- Identify and apply for appropriate grants and trusts.
- Support the ongoing maintenance and development of the Victoria Park City of Glasgow AC website and social media platforms.
- Establish, manage and administer a payroll and HR system for the club and liaise with coaches on rota and allocation of hours.
- Any other areas of work as deemed appropriate by the club line manager or steering group.

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Person Specification

Factor	Essential	Desirable
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 delivering small projects / workstreams 	<ul style="list-style-type: none"> Experience of working in a sports environment Knowledge of national sporting/physical activity initiatives & strategies Knowledge and understanding of issues affecting athletics clubs Experience of supervising people Experience of employment, HR and payroll processes
Leadership	Ability to: <ul style="list-style-type: none"> Motivate and support others to take action / participate Establish clear goals Be open to ideas 	
Managing Delivery	Ability to: <ul style="list-style-type: none"> Plan and prioritise workloads – short and long term Manage resources to ensure work is completed efficiently and deadlines are met 	<ul style="list-style-type: none"> Experience of sourcing and securing funding
Change Management	<ul style="list-style-type: none"> Ability to successfully adapt to and manage effectively changing situations Proactive in improving existing activities and processes 	
Relationship Building	<ul style="list-style-type: none"> Have experience of working with a variety of different groups Ability to work with club board, members and other partners in a manner which gives them confidence Understand and meet 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"> Satisfactory Disclosure Scotland / PVG Check 	