



Aberdeen AAC Club Manager - Job Description

Reports to	Aberdeen AAC Club Committee and scottishathletics
Hours	15 hours per week
Period	3 years

Responsible for: Managing the day-to-day administration of the club, developing the club's business operations and supporting the community development officers

Key tasks will include:

- Managing the day-to-day administration of the club, including:
 - compliance with OSCR as a SCIO;
 - implementing **scottishathletics** policies and procedures .
 - responsibility for new and existing members enquiries
- Facilitating overall club development, including the strengthening of business operations and developing further income streams.
- Creating and implementing the club's comprehensive funding/fundraising strategy, including:
 - engaging current and potential partners to obtain funding for operational costs and raise funds for special projects;
 - maximising club income from Gift Aid;
 - identifying and applying for appropriate grants.
- Leading in marketing and communications to promote the sport of athletics, Aberdeen AAC and its projects.
- Developing relationships with senior members and parents as a basis for recruiting volunteers.
- Supporting the Aberdeen AAC Community Development and Pathways Officer and Aberdeen AAC Community Activation Officer and Coach, including:
 - helping embed equality, diversity and inclusion within the club and through the club's community programming;
 - helping measure, monitor, and report impact of club projects.
- Supporting the club committee and other club leaders where needed.



Aberdeen AAC Club Manager – Person Specification

Factor	Essential	Desirable
Qualifications and Attainments		<ul style="list-style-type: none"> • Holder of a current, full UK driving licence and use of a vehicle • Business Management 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)

Competencies – Skills and 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 • Experience of sourcing and securing funding • Ability to undertake flexible working hours • Satisfactory background check 	