



Kilmarnock Harrier & A.C
'Born 1887 - Still going strong'



Kilmarnock Harriers & AC Club Administration Officer – Job Description

Hours: 10 hours per week

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

Key tasks will include:

- Managing the day-to-day administration of the club, including:
 - Compliance with requirements to maintain clubs charitable status;
 - Implementing **scottishathletics** policies and procedures.
 - Attendance at Trustee and Committee meetings and providing administrative support.
 - Supporting the implementation of club development plans.
 - First point of contact for all club related queries including a lead role in communication with members and all relevant partners.
 - Manage the club membership management platform supporting membership recruitment and retention.
 - Support the ongoing maintenance and development of the Club website and social media platforms.
 - In partnership with the club treasurer administer the ordering of goods and services monitor income and expenditure against annual budget.
 - Manage coach and volunteer licensing.
 - Support club events.
 - Liaison with East Ayrshire Leisure.
 - General administration.
- Supporting the club development officers and employed coaches, including:
 - Provide administration support linked to recruitment and retention of coaches and volunteers.
 - Provide administration support linked to competitions and team management.
 - Support the coordination and delivery of community outreach sessions.
 - Supporting the measurement and reporting of the impact of Club projects.
- Any other areas of work as deemed appropriate by the club line manager or steering group.



Kilmarnock Harrier & A.C
'Born 1887 - Still going strong'



Kilmarnock Harriers & AC Club Administration Officer – Person Specification

Factor	Essential
Experience & knowledge (in an employed or voluntary capacity)	<ul style="list-style-type: none">• Business management/administration experience.• Experience of initiating, developing and delivering small projects.• Proactive in improving existing systems and processes.
Competencies - Skills & Knowledge	<ul style="list-style-type: none">• IT skills and experience (including Word, Excel, Meeting platforms (Teams, Zoom))• Ability to build effective working relationships.• Excellent organisational skills.• Well-developed communication skills.• Ability to plan and prioritise workloads.• Ability to adapt and manage changing situations.
Leadership	<ul style="list-style-type: none">• Ability to motivate and support others to take action.• Ability to work with Trustees, committee members, club members and partners in a manner which gives confidence.
Additional Requirements	<ul style="list-style-type: none">• Ability to undertake flexible working hours.• Satisfactory background checks and references.