



## Aberdeen AAC Club Manager - Job Description

**Reports to:** Aberdeen AAC board of trustees and **scottishathletics**

**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;
  - answering and directing enquiries from new and existing members, partners, and external organisations.
- 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 leaders and volunteers where needed.



## Aberdeen AAC Club Manager – Person Specification

Factor	Essential	Desirable
<b>Qualifications and Attainments</b>		<ul style="list-style-type: none"> <li>• Holder of a current, full UK driving licence and use of a vehicle</li> <li>• Business Management/Sports Development related degree/qualification or relevant experience</li> </ul>
<b>Experience &amp; knowledge (in an employed or voluntary capacity)</b>	<ul style="list-style-type: none"> <li>• Experience of working within a commercial environment</li> <li>• Experience of working effectively with partners</li> <li>• Experience and knowledge of working with volunteers</li> <li>• Knowledge and understanding of issues affecting athletics clubs</li> <li>• Experience of initiating, developing and evaluating projects</li> <li>• Experience of supervising projects and people</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a sports development environment</li> <li>• Knowledge of national sporting/physical activity initiatives &amp; strategies</li> <li>• Knowledge and understanding of sports development pathways (LTAD)</li> </ul>

### Competencies – Skills and Knowledge

<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Ability to remain open to ideas</li> <li>• Ability to motivate and support others to take action/participate</li> <li>• Be able to establish clear goals</li> </ul>	
<b>Managing Delivery</b>	<ul style="list-style-type: none"> <li>• Be able to plan and prioritise workloads – short and long term</li> <li>• Ability to manage resources to ensure work is completed efficiently</li> <li>• Be able to achieve goals and meet deadlines despite obstacles.</li> <li>• Be proactive in improving existing activities and processes</li> </ul>	
<b>Change Management</b>	<ul style="list-style-type: none"> <li>• Be able to successfully adapt to and works effectively with changing situations</li> <li>• Have experience of working with a variety of different groups</li> </ul>	
<b>Relationship Building</b>	<ul style="list-style-type: none"> <li>• Ability to work with club members and other partners in a manner which gives them confidence in your intentions</li> <li>• Understands &amp; meets partner needs</li> <li>• Keeps partners updated</li> </ul>	
<b>Communication &amp; Organisation</b>	<ul style="list-style-type: none"> <li>• Excellent organisational skills</li> <li>• Ability to communicate with others in a positive and influential manner</li> <li>• Ability to ensure relevant information is communicated to the right people, in the right style, at the right time</li> </ul>	
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>• IT skills and experience</li> <li>• Experience of sourcing and securing funding</li> <li>• Ability to undertake flexible working hours</li> <li>• Satisfactory background check</li> </ul>	