

## **The Role and Responsibilities of the Giffnock North AC Club Manager and Administrator**

**Responsible to:** Giffnock North AC and Scottish Athletics

**Direct reports:** Giffnock North AC Club Chairperson and Scottish Athletics National Club Manager

**Responsible for:** To support the Board of Giffnock North AC, its committees, its membership and partners, through delivering key operational, administrative, and development functions. This role has responsibility for day-to-day club operations and strategic business development.

### **Key tasks will include:**

#### **Business Development & Governance**

- Lead on ensuring the club maintains good governance and SCIO legal structures in conjunction with the Board of Trustees.
- Ensure club policies and safeguarding procedures are embedded and reviewed, ensuring compliance with Scottish Athletics policies and national standards.
- Assist with the development and delivery of the club's development and business plan.
- Support the development and delivery of the club's financial strategy, including income generation via: Membership payments, Gift Aid, Grant applications, Fundraising, developing holiday athletics camps, increasing our Run, Jump and Throw activities.
- Ensure payroll and invoicing structures are correctly implemented for coaches and staff.
- Provide reports for the Board as required on aspects of Club activity.

#### **Club Administration**

Manage the day-to-day administrative operations of the club:

- Responding to member enquiries, process new memberships, and oversee waiting list.
- General Account maintenance of LoveAdmin.
- Set up new members account.
- Check pre authorisations are in place for monthly membership fees & adjust when required.
- On cancellation of memberships contact members, receive feedback & progress appropriately.
- Allocate athletes to appropriate training groups.
- Oversee compliance with GDPR /Privacy Policy.
- Annual check with regarding members accounts/ updating contact details.
- Manage & monitor Club waiting list.
- Arrange Induction events for new members
- Administer training registers, membership reporting as required by Board of Trustees.
- Maintain accurate member, volunteer, coach, and official records, including licensing.
- Attend committee and trustee meetings; taking minutes where required.
- Support communication across all stakeholders including newsletters, social media platforms and club website.

- Promote Club as required including activities Run, Jump and Throw & Holiday Camps across local networks.
- Provide Administrative support for Club Events including Club Championships /Trips /Competition opportunities Festival of Running.

*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>	<p>Full UK driving license and access to transport</p> <p>Administration or Business/Sports Development experience</p>	<p>Degree/qualification in Business, HR, Sports Development or related field</p> <p>Coaching qualifications (UKA Level 2 or working towards)</p> <p>First Aid certification</p>
<b>Work and other experience</b>	<p>Experience in a commercial or sports club environment</p> <p>Experience managing projects and working with volunteers</p> <p>Knowledge of sports development and LTAD principles</p> <p>Experience of partnership working (e.g. local authorities, Active Schools)</p>	<p>Familiarity with national sporting strategies</p> <p>Experience of securing funding and reporting on KPIs</p> <p>Knowledge of inclusive and para-athlete development</p>
<b>Skills and personal qualities</b>	<p>Strong organisational and administrative skills</p> <p>Excellent interpersonal and communication skills</p> <p>Confident with IT platforms (Club membership database Love Admin, Microsoft Office, social media)</p> <p>Able to manage multiple deadlines and prioritise effectively</p> <p>Demonstrates leadership and can motivate others</p> <p>Ability to remain flexible and adaptive to club needs</p>	

### Application Process

Applicants should apply by submitting the application form and covering letter (addressing how the applicant's skills and expertise fit with the job role and person specification), and equal opportunities, marked "private and confidential" to [opportunities@scottishathletics.org.uk](mailto:opportunities@scottishathletics.org.uk).

The closing date for applications is **noon on Thursday 15<sup>th</sup> May 2025** with interviews taking place during week commencing Monday 19<sup>th</sup> May 2025.

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

**scottishathletics** is committed to equality of opportunity and treats all applicants fairly and consistently in accordance with the requirements of the Equality Act 2010 and the Rehabilitation of Offenders Act 1974 (as amended).

**scottishathletics** is **not** approved by UK Visas and Immigration to act as a licensed sponsor, and as such, this role is not eligible for sponsorship. Any offer of employment would be subject to proof of existing right to work in the UK, satisfactory background check, and references.

If you require any reasonable adjustments, please email [opportunities@scottishathletics.org.uk](mailto:opportunities@scottishathletics.org.uk)

