

The Role and Responsibilities of Club Operations Officer

Responsible to: Corstorphine Amateur Athletics Club and to relevant **scottishathletics** National Club Manager

Direct reports: None.

Responsible for: This role will play a key part in strengthening the operational foundations of Corstorphine Amateur Athletics Club, ensuring that the club is well positioned for long-term growth and sustainability. The postholder will focus on improving governance, administration, communication, and membership processes while supporting recruitment and engagement across the club community.

Key tasks will include:

- Review the club's legal status and ensure that policies, procedures, and governance structures are up to date and fit for purpose.
- Support the Club Board in implementing policy changes and ensuring compliance with relevant standards and guidance.
- Contribute to the smooth running of day-to-day club business and oversee the development and maintenance of club business processes.
- Work alongside the Club Board and Community & Coaching Development Officer to stabilise club membership and support growth, with a particular focus on junior and female participation.
- *Implement strategies to increase the number of athletes competing for the club.*
- Support the management of the online membership system and streamline administration and improve member experience.
- Support the existing communication subgroup around IT infrastructure, communications and social media.
- Recruit, retain, and train volunteers to cover key operational and governance roles and support existing volunteers through clear processes and role development opportunities.
- Attend relevant partnership meetings and represent the club effectively at steering groups.

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
Qualifications and attainments	<ul style="list-style-type: none"> • Relevant knowledge and understand of a club structure. • Proficiency in English as a first or second language. • Background in administration 	<ul style="list-style-type: none"> • Driving License • Access to transport • Relevant knowledge and understanding of athletics disciplines and or coaching.
Work and other experience	<ul style="list-style-type: none"> • Experience of working within a volunteer club environment • Knowledge and understanding of club operations. • Experience of working effectively with partners • Experience and knowledge of working with volunteers • Experience of volunteering or supporting volunteers • Ability to undertake flexible working hours 	<ul style="list-style-type: none"> • Knowledge of national sporting/physical activity initiatives & strategies • Knowledge and understanding of athletics. •
Skills	<ul style="list-style-type: none"> • Strong knowledge and experience of MS Excel, MS Outlook, MS Word and CRM systems Ability to build effective working relationships • Excellent organisational skills • Ability to work with club board, members and other partners 	<ul style="list-style-type: none"> • Ability to prioritise competing deadlines and projects • Ability to demonstrate leadership or experience in a leadership role whether voluntary or employed.

	<ul style="list-style-type: none"> • Well-developed communication skills • Ability to prioritise competing deadlines and projects • Ability to recognise and develop inclusive provision • Ability to build effective working relationships • Ability to be proactive and use initiative. 	
Disposition and personal qualities	<ul style="list-style-type: none"> • Motivate and support others to take action / participate • Establish clear goals • Be open to ideas • Empathetic, enthusiastic, approachable, hardworking and passionate. • Commitment to personal development and a willingness to learn from others • Innovative and forward-thinking with a positive attitude 	

