

The Role and Responsibilities of the Club Together Officer Stornoway Running and Athletics Club

Responsible to: SRAC Board and to relevant Scottish Athletics National Club Manager

Responsible for: Supporting the development of Stornoway Running & Athletics Club through partnership working, the recruitment, support and retention of volunteers, coaches and officials, assisting with the organisation of competitions and events and the co-ordination of funding applications.

Key tasks will include:

- Working with Scottish Athletics, Comhairle nan Eilean Siar and other organisations to enhance and promote the sport of athletics in the local area.
- Liaising with Scottish Athletics on all aspects of club development.
- Recruiting and training volunteers to cover key operational and governance roles within the club and supporting existing volunteers through role development opportunities.
- Support the SRAC Board to maximise the Club's Charitable Status, including co-ordination of funding applications.
- Work with Junior Section Coaches and Senior Section Run Leaders to deliver administrative support, which may include race entry coordination and booking of venues and other administrative tasks for the delivery of training sessions and attending competitions.
- Assisting with the management of the club membership system, responding to potential new members and maintaining the Junior Section Waiting List.
- Work with the SRAC Board to ensure there is a clear coaching programme and pathway available that supports the development of Junior and Senior sections and advertise opportunities and coordinate attendance by volunteers on training courses, including first aid courses etc and record and maintain appropriate electronic records.
- Liaising with partner agencies to support the development of improved athletics facilities in Stornoway.
- Attend SRAC Board meetings and deliver a monthly progress report.
- Provide other reasonable support to the SRAC Board and Head Coach as appropriate.

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	• Relevant knowledge and understand of a club structure. • Proficiency in English as a first or second language. • Background in administration	• Driving License • Access to transport • Relevant knowledge and understanding of athletics disciplines and or coaching.
Work and other experience	• 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	• Knowledge of national sporting/physical activity initiatives & strategies • Knowledge and understanding of athletics.
Skills	• 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	• Ability to prioritise competing deadlines and projects • Ability to demonstrate leadership or experience in a leadership role whether voluntary or employed.
Disposition and personal qualities	• Self-disciplined with ability to work effectively remotely • Innovative and forward-thinking with a positive attitude • Respectful, trustworthy, enthusiastic and hard-working with a proven track record of achievement • Commitment to personal development and a willingness to learn from others	