

The Role and Responsibilities of the Shettleston Harriers Club Administration Officer

Responsible to: Shettleston Harriers Secretary and Treasurer and **scottishathletics** National Club Manager

Responsible for: Support the development of Shettleston Harriers including supporting coaches, athletes, parents and volunteers with essential administrative functions.

Key tasks will include:

- Assist the management of the club's membership database and online membership systems.
- Process new memberships, renewals and membership enquiries.
- Maintain accurate member records and ensure compliance with data protection requirements.
- Support the management of waiting lists and onboarding of new members.
- Provide bookkeeping and financial administration support to the Treasurer.
- Support the Treasurer processes invoices, payments and receipts.
- Support the Treasurer to maintain accurate financial records using the club's accounting systems.
- Assist with monthly financial reporting and budget monitoring.
- Support preparation of financial information for committee meetings and annual reporting.
- Assist with income reconciliation from memberships and club activities.
- Provide administrative support to the Club Board.
- Prepare meeting agendas, take minutes and maintain action logs.
- Maintain governance records, policies and compliance documentation.
- Support the club's annual OSCAR returns.
- Assist with safeguarding administration and volunteer record management.
- Assist the production of newsletters, announcements and club updates.
- Respond to general administrative enquiries in a professional and timely manner.
- Help improve communication processes to enhance the member experience.
- Provide administrative support to coaches and volunteers.
- Support planning and administration of club events, competitions and meetings.
- Contribute to improving administrative systems and operational processes across the club.
- Assist entering athletes into Leagues and **scottishathletics** Championships.

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	• A strong proficiency in English and mathematics • Experience of working effectively with partners • Experience and knowledge of working with volunteers • Experience of initiating, developing and delivering small projects / workstreams	• Evidence of continuous professional development • Demonstrable experience in a similar role • An understanding of rural community life, its advantages and challenges
Work and other experience	• Experience of managing tasks efficiently and effectively • Experience of successfully developing and maintaining effective relationships with stakeholders • Strong knowledge and experience of MS Excel, MS Outlook, MS Word and CRM systems	• Understanding of athletics • Knowledge of Scottish sporting landscape • Experience with financial or membership management software
Skills	• A team player with ability to influence and guide others • Well organised with a proven track record of delivering under pressure • Ability to plan, manage and deliver multiple projects successfully • The confidence to communicate clearly both internally and externally with stakeholders through strong verbal and written communications skills	
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	
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