

The Role and Responsibilities of the Admin Officer Orkney Athletic and Running Club

Responsible to: Orkney Athletic and Running Club Board and **scottishathletics** National Club Manager.

Responsible for: Support the development of Orkney Athletic and Running Club including supporting coaches, athletes, parents and volunteers.

Key tasks will include:

- Manage and maintain club administrative systems, ensuring all records are accurate, up to date, and compliant
- Oversee membership processes using systems such as Coacha, including registrations and data management
- Support financial administration, including tracking payments, maintaining records, and assisting the Treasurer
- Act as the central point for club communications, ensuring timely and clear information sharing
- Build strong relationships with coaches, volunteers, parents and athletes to support a positive club environment
- Coordinate and support volunteers, including assisting with recruitment, organisation, and communication
- Assist with the delivery of the club development plan and identify opportunities for growth and improvement
- Liaise with key stakeholders, including the Board and **scottishathletics**, and provide regular updates on progress
- Ensure confidentiality and professionalism when handling sensitive personal and financial information
- Support organisation and administration of events, training sessions, and competitions
- Monitor progress of key activities and contribute to reporting for the Board
- Balance multiple priorities effectively within a flexible 10-hour per week role

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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