



Victoria Park CG Club Business Development Officer Job Description and Personal Specification

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| Job Title | Victoria Park CG Club Business Development Officer |
| Reports to | Partnership Management Steering Group (Victoria Park CG, scottishathletics) |
| Salary | £5, 368 (12 hours per week) |

Purpose of the Job

The Club Business Development Officer role will provide day-to-day leadership within the club, working alongside the Board/Committee, membership and partners to develop and implement the execution of the clubs business and financial plans (inc. the scottishathletics club modernisation resources/expertise) ultimately resulting in a 7-day a week club business.

Key Accountabilities

Responsible for:

- Lead and support the implementation of the club development plan and identified areas
- Work with the club Committee to adhere to the club's financial plan and support as appropriate in relation to development projects
- Have responsibility for running the administration of the club within the framework of the committee's policies, documented procedures, development/business plan and approved budgets
- Ensure correct payroll structure is in place and implemented for the payment of coaches and other paid staff as and when required
- Plan and maximise resources and deliver cost effective, efficient support services to the members of the club
- Work alongside the Committee to support the recruitment, retain and reward volunteers
- Work in partnership with a wide range of agencies to raise the profile of the club in the local community
- First point of contact for all club related queries, with particular lead role in communication with all relevant partners
- Any other areas of work as deemed appropriate by the club or steering group

Partnership Working, Monitoring and Evaluation

- Work with key Partners to deliver all aspects of the project
- Maintain close links with scottishathletics National Club Manager
- Record baseline data on current club structure
- Work with existing club manager to ensure effective links with local press to increase club profile in community.

Victoria Park CG Club Business Development Officer Person Specification

| Factor | Essential | Desirable |
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| Qualifications and Attainments | | <ul style="list-style-type: none"> • Sports related degree/qualification or relevant experience • Access to transport • Administration experience • First aid certificate |

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| Experience & knowledge (in an employed or voluntary capacity)** | <ul style="list-style-type: none"> • Experience of working within a volunteer club • Experience of working effectively with partners • Experience and knowledge of working with volunteers • Knowledge and understanding of issues affecting athletics clubs • Experience of initiating, developing and evaluating projects • Experience of supervising projects and people | <ul style="list-style-type: none"> • Experience of working in a sports development environment • Knowledge of national sporting/physical activity initiatives & strategies • Knowledge and understanding of sports development pathways (LTAD) |
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Competencies – Skills & Knowledge

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| Leadership | <ul style="list-style-type: none"> • Ability to remain open to ideas • Ability to motivate and support others to take action/participate • Be able to establish clear goals | |
| Managing Delivery | <ul style="list-style-type: none"> • Be able to plan and prioritise workloads – short and long term • Ability to manage resources to ensure work is completed efficiently • Be able to achieve goals and meet deadlines despite obstacles. • Be proactive in improving existing activities and processes | |
| Change Management | <ul style="list-style-type: none"> • Be able to successfully adapt to and works effectively with changing situations • Have experience of working with a variety of different groups | |
| Relationship Building | <ul style="list-style-type: none"> • Ability to work with club members and other partners in a manner which gives them confidence in your intentions • Understands & meets partner needs • Keeps partners updated | |
| Communication & Organisation | <ul style="list-style-type: none"> • Excellent organisational skills • Ability to communicate with others in a positive and influential manner • Ability to ensure relevant information is communicated to the right people, in the right style, at the right time | |
| Additional Requirements | <ul style="list-style-type: none"> • IT skills and experience • Ability to undertake flexible working hours • Satisfactory Disclosure Scotland / PVG Check | <ul style="list-style-type: none"> • Experience of sourcing and securing funding |