



Kilbarchan AAC Club Business Administrator

Contract Length – 4 years

Salary and Hours – 12 hours per week, £9,360 per annum

Kilbarchan AAC was established in 1919 and is based at Linwood Sports Complex in the County of Renfrewshire. The club has a membership of 550 athletes and coaches and has recently completed the construction of a new Indoor Training Centre at a cost of £1.4m.

An exciting new opportunity has arisen within the club for a Club Business Administrator, a post which will have a significant impact in the further growth and development of the club. The Business Administrator will provide support to the Club Trustees and Coaches through assuming, but not limited to, the following responsibilities:

- developing the club membership and maintaining the membership database,
- provide administration support and co-ordination linked to competitions and team management
- interfacing with coaches on the composition of squads
- assisting with the running of the indoor centre.
- Interfacing with our partners Renfrewshire Leisure and Scottish Athletics.
- Work with the Treasurer and Finance Convener to ensure the financial wellbeing of the club

Conditions of Employment

The successful candidate will work from home but will be required to occasionally attend club training to liaise with trustees, coaches, and members.

Salary

The salary offered for the post will be £9,360.

Hours of work

The person appointed will be expected to work for 12 hours a week as outlined above. Due to the nature of the post there will be a requirement to work occasional evenings.

Probationary Period

All new members of staff will serve a six-month probationary period before their appointment is confirmed.

Notice

This post carries a one-month period to terminate employment after the satisfactory completion of the probationary period.

Application Process

Applications should be made by submitting your CV to the club secretary at kilbarchanaacsecretary@outlook.com

The closing date for applications is 12 noon on 09 November 2020. Applications received after the closing date will not be considered.

Any offer would be subject to a satisfactory PVG check and references.

