



MEMBERSHIP & REGISTRATION SECRETARY (Role Share)

A community club is nothing without its members. That's why this role is so important. You'll not only manage existing memberships, but actively encourage new ones and deal first hand with the members themselves.

Ideally, you'll need to be:

- Well organised;
- Friendly and approachable;
- Have good attention to detail;
- Good with numbers;
- IT literate (especially in the use of excel).

What you will do:

- Register athletes' attendance at each training session, and collect session fees (in consultation with coaches);
- Manage everything to do with memberships, including types, subscriptions, renewals and income;
- Take the lead on promoting new membership;
- Keep the membership database up to date;
- Ensure annual membership fees are paid and records kept;
- Send information and fees for affiliated members to England Athletics;
- Provide team managers with information on members;
- Ensure any medical conditions that have been raised through membership forms as passed on relevant coaches on a need to know basis (as per club medical policy);
- Attend Committee Meetings and provide updates where applicable.

How much time will it take?

This role requires attendance at training sessions (for collection of training session fees) and to provide a first port of call for any parents or athletes who require information. This would require 1 hour on Wednesdays (for an hour at the beginning of the Wednesday session) and one hour on a Saturday (in between Junior Session/Disability Session and the Senior Session – in order to cater to all groups).

Outside of this, the role should require no more than 1 hour per week, mainly evenings for general administrative upkeep - although will take significant additional time around club membership renewals time - possibly as high as 3 to 4 hours a week.

Please note that whilst the membership & registration secretary role should ideally be filled by one individual, S-Factor will consider a role-share.

What you'll get out of it:

You'll meet a wide range of people with a passion for Athletics. It is a socially rewarding post to hold and you'll get a lot of satisfaction as numbers increase.

S-FACTOR ACADEMY