



S-FACTOR ACADEMY - SPORTS CLUB ADMINISTRATOR

This role entails assisting S-Factor Academy volunteers with the general administration requirements of the club and is therefore broad in scope. You will gain insight into club management, membership, fixtures, communications, PR as well as developing your interpersonal skills.

Ideally, you'll need to be:

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

You will assist with some or all of the following:

- Assist the registration secretary with the registration of athletes' attendance at each training session, and collect session fees (in consultation with coaches), deputising if required;
- Assist with general enquiries from athletes, parents/carers or the public (online, at reception or via phone);
- Assist with memberships, including types (of membership), subscriptions, renewals and income;
- Keep the membership database (the Secretary's Portal) up to date;
- Assist with the payment of annual membership and maintain records of payment;
- Send information and fees for affiliated members to England Athletics;
- Provide coaches 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);
- Assist with the purchase of kit and equipment for the club;
- Help to promote the club and publicise club events;
- Help to publish (on the club website or social media) any noteworthy results from competitions;
- Produce press releases/ articles to promote and publicise the club through the media;
- Assist with the preparation of the club's newsletter;
- Assist coaches before during or after sessions (depending on requirements).

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 3 hours on a Saturday (at the beginning of 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 2 hours 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.

What you'll get out of it:

You'll meet a wide range of people with a passion for Athletics, learn various life-skills and gain valuable experience which are vital for later employment. For any student volunteers this role could potentially in addition to work experience, the role could potentially render you eligible for other educational awards. It is a socially rewarding post to hold and you'll get a lot of satisfaction as numbers increase.

Your expenses will also be reimbursed.

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