



JOB DESCRIPTION AND PERSON SPECIFICATION

Club Support Officer – Cumbernauld Centurions BMX Club

CONTRACT TYPE: 3 Years Fixed Term. 5 hours per week

SALARY: £5753

REPORTING TO: Partnership Management Group

CLOSING DATE: Sunday 11th October at 2355

Scottish Cycling is the National Governing Body for cycle sport in Scotland. We are the voice of our sport and the largest cycling membership organisation in Scotland, representing the aspirations of our community.

Cumbernauld Centurions BMX Club is a well-established, volunteer-led community cycling club providing BMX opportunities for riders of all ages and abilities, from those experiencing the sport for the first time through to experienced competitive riders. Based at the BMX track in Cumbernauld, the club provides a structured programme of coached and open riding sessions and is committed to making BMX accessible, inclusive and affordable for the local community. With a membership of around 120 riders, the club is supported by a dedicated team of volunteer coaches, committee members and other volunteers who play a vital role in its day-to-day operation, development and delivery of events.

The club and Scottish Cycling are working in partnership with the principal aim of developing strong club structures to ensure the sustainable and well-planned growth of both the membership of the club and the volunteer team which underpins it.

Thanks to funding from SportScotland through their Club Support Programme, Scottish Cycling and Cumbernauld Centurions BMX Club are investing in a 3 year post – Club Support Officer.

Job Purpose

This new role is intended to support the development of the club. The successful candidate is responsible for supporting the growth, development, and sustainability of Cumbernauld Centurions BMX Club whilst also supporting the Committee to increasing participation, promoting inclusive cycling opportunities in a safe environment, and strengthening community engagement. T

Key Role Responsibilities

The Club Support Officer will be principally responsible for:

- Provide club-wide administrative and operational support for the planning, coordination, and delivery of events.
- Support the co-ordination of the Club's waiting list, ensuring accurate records and efficient allocation of places.

- Administer and maintain the Club's **JustGo** membership management system, ensuring data accuracy and effective user support.
- Support Club-wide communications, ensuring timely, clear, and consistent messaging to members and stakeholders.
- Provide support for the Club's social media presence and marketing activities, assisting with content creation, promotion, and member engagement.
- Support the maintenance of the club's data structure

The Club Support Officer will work to a work plan which will be agreed by the Partnership Management Group. They will be required to provide bi-monthly updates and submit an annual report to all project partners. The Club Support Officer may also be asked to present their work at Scottish Cycling Conferences to share learnings from the role.

Other Information

The role, while embedded in the club, will be supported by Scottish Cycling staff and benefit from the opportunity to access a range of tools and resources, as well as expertise from staff across the organisation to support their work.

This is a fixed hour post with flexible working hours, working 5 hours per week.

This post offers a high degree of flexibility in how the contracted hours are worked. The post holder will be expected to manage their own working time to ensure agreed tasks and responsibilities are completed, with hours able to fit around other work and personal commitments. Some evening and weekend working may occasionally be required to support club activities and events.

Any other work as directed by the Club Committee.

Reasonable travel, accommodation and administrative expenses incurred in carrying out this position are reimbursed in line with the Scottish Cycling's expense policy.

Person Specification: Club Support Officer

Competency	Essential	Desirable
Personal qualities	• A passion for getting people active and promoting the benefits of an active lifestyle • Enthusiastic, hard-working, and reliable • Commitment to equality, diversity and inclusion. • Able to work with minimum supervision • Flexible approach to working and ability to work flexible hours to suit the job	
Relevant work experience	• Experience of working with community clubs or groups	• Understanding of the cycling landscape in Scotland.

	• Experience of working with volunteers within a range of contexts • Proven ability of effective time management	• Knowledge of British and Scottish Cycling programmes and awards • Experience of producing and implementing development plans • Experience in volunteering, sports development, coaching, or events
Skills	• IT literate • Good written and verbal communication skills	• Experience of marketing and promotion • Good understanding of engaging people through social media platforms
Planning and organising	• Ability to plan and prioritise your own workload • Ability to work towards target outputs/ outcomes	• Versatility and creativity • Flexible approach to problem solving
Team working	• Proven ability to work with others, motivate, provide direction and influence	• Ability to collaborate in a team • Ability to handle conflict constructively
Driving		• Driver license

Details of the Post

The post will be home based, and the candidate will be required to use their own devices to undertake their work.

There are no set hours, although a 2 weekly teams call with a club committee member will be a regular occurrence.

Recruitment process

Closing date is Sunday 11th October at 2355

Interviews are planned to take place at the Broadwood BMX Track on the evening of Tuesday 27th October

Scottish Cycling is committed to selecting staff solely based on their ability to do the job for which they are being recruited and welcomes application from all sections of the community.

An application form can be obtained from our website www.scottishcycling.org.uk. Completed applications should be emailed to recruitment@scottishcycling.org.uk

For an informal discussion, please contact Graeme Atkinson at graemeatkinson@sky.com to arrange a call.