



Operations Officer (Volunteer)

August 2020

Background

Cambridge and Coleridge Athletic Club is committed to providing a safe and rewarding environment for people of all ages, backgrounds and ability to enjoy the sport of athletics.

As the club has grown over the last few years so have our ambitions, therefore we have identified the requirement for an Operations Officer to work very closely with the Chair of the club (currently Keith Clarke). We wish to continuously improve the service offered, athlete progression, our competitive status and our training environment.

The Operations Officer will be at the heart of the club and these initiatives; and will make a significant difference to the hundreds of members of the club.

The role

Availability

The role will be suitable for someone who can offer several hours a week, both during the day and during at least 1 evening a week (usually Mondays). The number of hours will vary week by week and during the seasons but should average around 10 hours spread throughout a week.

The ideal candidate would start in September and would commit to the role for at least 4 months.

The role can be performed from home but will require the ability to travel to the Sports Centre and Wilberforce Road track for meetings and training nights when needed

Tasks and Activities

The Operations Officer will need to perform several tasks and activities which will be agreed with the Chair. They may include, as examples:

- Managing the current training situation in light of the Covid-19 precautions
- Liaising with the University of Cambridge regarding the use and improvement of the facilities
- Supporting the Monday night coordinator, Ric Park, with the Junior academy
- Recruitment of new athletes
- Communication with the membership, including keeping the website, newsletter and Facebook pages interesting and relevant
- Working with other committee members to support their agendas
- Keeping abreast of England Athletics communications and services
- Liaison with other partners such as Anglia Ruskin University
- Managing the Chair@ email when the Chair is unavailable



Cambridge & Coleridge Athletic Club

based at the University Athletics Track
Wilberforce Road
Cambridge CB3 0EQ

A Charitable Incorporated Organisation
Charity Number 1169959

Person requirements

- Passion for participative and high-level sports, ideally athletics
- Computer skills, including website management (training given), email, other Office tools as needed
- Organised and dependable
- Good interpersonal communication skills
- Good English writing skills