



ROLE DESCRIPTION FOR CLUB ADMINISTRATOR

ROLE OF THE ADMINISTRATOR

The Administrator of the club provides two key functions which are administration and finance, supporting the Finance Officer for the club. The Administrator is the central point of administration, information and communication, with particular regard to 'Learn to Swim' programmes. It is the Administrator who initially deals with all correspondence and communications, as well as having responsibility for the club telephone line for enquiries and queries to the club. The Administrator is also a link between members, potential members and external organisations e.g. pool operators, local authorities and the ASA Regions.

The club Administrator should report to the club Chairperson.

DUTIES OF A CLUB ADMINISTRATOR:

ADMINISTRATION

- To act as a main point of contact for the club, maintain records and information in relation to queries, all administration and communications including affiliations, subscriptions, memberships, bookings, and mailings.
- Maintain a detailed and up to date database of all relevant information regarding membership, medical conditions, squad fees and other associated information.
- Provide such information to authorised club officials (teachers, coaches and/or members of the Executive) as required.
- To deal with the day to day running of the club including all correspondence, (both internally and externally).
- To maintain records of the 'Learn to Swim' programme including provision of information to parents; providing details of session times to parents, swimmers, teaches and coaches; provide termly registers; dealing with queries as they arise; maintaining a comprehensive database of learn to swim members and their progression (or exit) from the club.
- To liaise with Leisure Centre staff as appropriate regarding provision of life guards, to ensure each club session can proceed in a safe manner.

FINANCE

- To be responsible for accurate and up to date records of club finance records, including details monies paid in, payments to external bodies (e.g. ASA), payment of relevant club fees and maintain details of any discrepancies;
- To undertake daily banking duties including paying in money to the club bank account;
- To sign cheques on behalf of the club as an authorised signatory;
- To be responsible for the payment of salaries to employees via BACS and to maintain all associated records (P45, P60, PAYE etc)



- To correspond with parents, both verbally and in writing, regarding collection of fees, late payments and resolving all areas of dispute.
- To be responsible for the club's petty cash (maximum £300) ensuring all expenditure is supported with appropriate invoices and receipts.

COMMITMENT/TIME FOR THE ROLE

The actual hours required will include ongoing weekly responsibilities, particularly in dealing with correspondence.

SKILLS AND QUALITIES REQUIRED

- Enthusiastic with a good knowledge of the club and people within the club
- Be an excellent communicator with good verbal and written skills; ability to resolve queries without conflict
- Excellent Administration skills including word processing and e mail
- Sound organisational skills
- Able to maintain confidentiality
- Able to work in partnership with others, both within and outside of the club
- Good numerical skills and general understanding of financial requirements

The following are deemed to be essential items for Club Administrators to have in order to do their role:

- Use of a computer and email address to produce letters, emails, reports and to store and record information
- Filing system to record all correspondence
- Annual diary/chart to record the clubs activities, learn to swim programme, training times and other relevant information
- Club headed stationery
- Telephone with access to an answer phone facility
- Photocopier