



Edinburgh BATs Rugby

Club Administrator

Edinburgh BATs Rugby, a Community Amateur Sports Club, was formed in 2005 and based at Edinburgh Accies, Raeburn Place. We employ three Development Officers who between them;

- Deliver curricular, extra-curricular sessions in 13 primary and five senior schools across north Edinburgh,
- Manage and run both the Trinity Academy and Broughton High School, Schools of Rugby
- Deliver a wide range of community programmes, covering; education, physical activity, lifestyle skills and camps.
- Run BATs Club teams for S1, S2, U15, U16 and U18 age groups.

The Opportunity

Edinburgh BATs Rugby has an exciting opportunity for an energetic and committed Club Administrator to become a key part in driving forward our community rugby development plan and support Scottish Rugby's vision across the north of Edinburgh.

This role is, to be responsible for communications, fundraising and helping to organise events.

The Person

You will be a committed, high energy, self-starter who can work as part of a team but also demonstrate initiative, a willingness to take responsibility and a strong sense of integrity.

Working with the Development team, you will raise awareness of BATs Rugby with our key target audiences current and potential sponsors, Scottish Rugby, players, potential players and their parents/guardians, north Edinburgh schools, partner clubs and the north Edinburgh community ensuring that BATs remain at the centre of a vibrant, sustainable and growing rugby community in Edinburgh.

Edinburgh BATs Rugby is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief or marital status.

Key Accountabilities

- Developing and delivering integrated communications across web, social media, digital, newsletters and public relations.
- Building effective proposals and help deliver presentations to potential sponsors or funders
- Collection and monitoring of subscription payments and member registration
- Assist with ensuring coach compliance and PVG clearance

Required Experience/Characteristics

- Exceptional organisational skills, with the ability to prioritise and communicate a range of projects and tasks.
- IT literate with strong competence in Word, Excel, PowerPoint, Mailchimp and WordPress.
- Friendly self-starter with a 'can-do' attitude and the ability to work flexibly as part of a dynamic and fast-paced team.
- Demonstrable experience of providing efficient administrative support in an office environment.
- Strong communication skills, both written and verbal with the ability to communicate effectively.
- Confidentiality and discretion are required characteristics for this role

Hours of Work and Monthly Salary

- 40 hours (on average) per month, within a flexible work pattern which may include weekends.
- Some working hours to overlap with Development Officers time to have face to face updates/reviews
- Remuneration will be agreed based on your skills and experience

To Apply

If you would like to discuss the role further, please contact Iain Berthinussen on 07834 692 823.

To apply please submit your CV with a covering letter (no more than 500 words) outlining why your unique set of qualifications, skills and experience make you the ideal candidate to: Iain Berthinussen, Edinburgh BATs Rugby – iain@edinburghbatsrugby.co.uk

Closing Date

The closing date is Noon on Monday, 3 April 2023 and will hold interviews during the following two weeks.

Ends