



Organisation	Stirling Albion Foundation
Job Title	Administration Officer
Salary	Dependant on experience
Hours	12 hours per week
Report to	Football Development Officer / Board of Trustees
Contract Type	Permanent
Closing date	5pm Wednesday 8 th November 2023
Interview date	Wednesday 15 th November 2023
Start date	ASAP

The Organisation

The Stirling Albion Foundation, SC050870 was established in March 2021 and from 1 September 2023 has come to an agreement with Stirling Albion FC that all community activity on behalf of the Stirling Albion FC would transfer to the Foundation.

The aspirations of the board of trustees are to ensure the charity is at the heart of the local community increasing participation in sporting activities for people of all ages and working with key stakeholders to address local social issues.

Job Role

To manage all Trust administration procedures and be the administrative point of contact between internal/external clients.

The successful applicant will lead on the creation of all administrative systems for the Foundation, working closely with the newly appointed Football Development Officer (FDO) to ensure efficiencies of the back end of each project are a priority, researching and engaging best practice.

The successful applicant will work closely with the FDO/Trustees to ensure we capture key targets and outcomes.

A key part of the role is creating positive and sustainable working relationships with key partners on a local, regional and national level.

Responsibilities and Tasks

To support the Foundation by:

- Leading on all administrative tasks
- Working with other staff and trustees to find efficiencies across the organisation
- Understand and support all departments as they develop and grow
- Attending meetings and taking minutes
- Manage correspondence
- Writing reports

To carry out essential administrative duties by:

- Managing office supplies
- Preparing correspondence
- Booking community classes
- Collecting and recording payments



- Corresponding with clients
- Preparing for meetings
- Conducting research
- Answering emails
- Maintaining the filing system
- Communicating with pertinent partners, participants, volunteers and parents

To play a key role in the staff team of the Foundation by:

- Providing pertinent feedback on all Foundation processes and procedures
- Supporting and advising delivery staff on projects and work as appropriate
- Oversee all playing kit, coaching kit and managing stock
- Carry out administration for community football where appropriate.

Essential skills/ experience

- Customer service and interpersonal skills
- Office Administration
- Database Management
- Office systems such as Microsoft Office
- Excellent communication skills both in person and by phone, email and through social media.

Desired skills/ experience

- Knowledge of booking systems for community classes
- Monitoring of targets and KPIs and recording data
- Experience of Funding applications

Further Information

Offers of employment will be made once satisfactory reference checks and recruitment processes have been conducted.

To Apply

Please email your CV with a detailed covering letter to safoundation800@gmail.com before the closing date mentioned above.