

Summary of the Role

Inverleith Hockey Club is a successful and growing amateur sports club based in North Edinburgh with over 450 playing members aged from six to sixty.

We are looking for a skilful and experienced administrator to take on this very important role of youth membership secretary. You will be the first point of contact for new youth members inquiring about Inverleith HC, so you will be a friendly and organised person, who is prompt at replying to emails, phone calls and is able to keep accurate records. An enthusiasm for sport would be ideal, as well as a good understanding of equity and reducing barriers to participation in sport facing young people.

You'd be responsible for new season player registrations, and managing our membership waiting list in a systematic way. Keeping prospective and current members, their parents and club coaches and volunteers well informed.

You will need to be (or become) a member of the Disclosure Scotland's PVG scheme, and will take a leading role in Child Protection in the club.

Contract Sum

The contract sum is £3000 for 10 months 1 August 2025 to 31 May 2026. The average workload will be 6 hours per week over the period, but the amount of work varies greatly from month to month over the course of the hockey season. (see full role description for details)

This is a self-employed contract, you will be responsible for your own tax and national insurance. You will work from home, using your own computer, with only occasional travel to the sports pitches or meetings usually in North Edinburgh.

A full role description is detailed below.

As a valued member of our team you can expect:

- Flexibility to work from home at times that fit with your other commitments.
- To be part of a friendly and committed group of coaches, volunteers, players and parents who believe in the value of sport to build confidence and resilience in young people.

Application Information

Please send us an email at inverleithjrfix@gmail.com and ensure you include following in your application:

- a cover letter detailing how you would be suitable to carry out this role, and
- your CV with **relevant** administrative and client service skills and experience

Prior to taking on the contract, we required to evidence your right to work in the UK.

Inverleith Hockey Club
Youth Membership Secretary
(Part-time self-employed contract)



Closing date

The closing date for applications is **28 July 2025**. **Early application is encouraged, please do not wait for the deadline.**

Should your profile and experience match what we are looking for, we will contact you within a week of receiving your application to invite you for an online meeting.

For more information, please email Lesley on inverleithjrfix@gmail.com

ROLE DESCRIPTION

Purpose of Role

- A vital administrative role in the hockey club to keep accurate and up to date database of youth members and waiting lists of prospective members.
- The main contact for new parents and players in the youth section.
- Child Protection Lead for the hockey section

Rate & Hours

- Self-employed contract 1 August 2025 to 31 May 2026 inclusive: £3,000
- Average of 6 hours per week over the 10 month period, but workload varies significantly across the period:
 - Start of season: August to September, average of 12 hours per week.
 - October, January and February, average of 8 hours per week.
 - November, December, March, April, May average of 2 hours a week.

Skills and experience

- friendly and courteous
- A good communicator, prompt at replying to emails, phone calls and is able to keep parents, coaches, team managers and volunteers informed
- organised and accurate at keeping records
- comfortable using Excel, Google Forms and club management software, Pitchero
- A self-starter with initiative. Proactive in learning new skills required in the role
- A good understanding of Child Protection issues. Member of PVG scheme with up to date training
- Knowledge of GDPR regulations and responsibilities
- An enthusiasm for sport would be ideal, as well as a good understanding of equity and reducing barriers to participation in sport facing young people.

Responsibilities

Player registration and maintaining accurate membership data

- Roll forward registration form for returning members before the start of the season
- Export registration form data and update existing members on Pitchero, moving them to the relevant age group etc
- Monitor returners and leavers at the beginning of the season and invite new members from the waiting list via email
- Manage email correspondence with prospective new members, new members and existing members
- Create a profile for each new member on the match management system, Pitchero
- Add new members to the Master List spreadsheet
- Follow privacy and GDPR policies.

Waiting list management

- Keep accurate and up to date waiting lists for all age groups
- Respond to enquiries about membership, send prospective members waiting list form
- Invite people from waiting lists based on club priority policy when spaces arise

Point of contact throughout season

- Be a contact point for parents of youth members via email
- Update membership status on Pitchero when members leave
- Keeping coaches and team managers informed of new members, members leaving etc via Whatsapp groups

Finance

- Submit new member registrations weekly to treasurer during August and September, and monthly thereafter.
- Liaise with treasurer on leavers and joiners part way through the season.

Other tasks

- Attend meetings of the youth committee, these would normally be in the evenings or at the weekend (maximum of 1 per month, but usually fewer)
- Help to organise and attend the youth festival day (May/June)



About Inverleith Hockey Club

Inverleith Hockey Club was founded in 1917. We are immensely proud of all the members past and present that contributed to our successes over more than 100 years of our history. We currently run four men's and four women's teams, our first teams compete in the Scottish Premierships.

Our youth section is over 350 strong and brings together players from seven to eighteen from a diverse range of schools across Edinburgh. We believe cost should not be a barrier to playing sport, and try to keep our fees as low as possible and our culture welcoming and inclusive. We aim to "get it right for every child" to maximise enjoyment, lifelong love and participation in hockey.

Inverleith Hockey Club is a volunteer-led unincorporated members association. Find out more about our club at www.inverleith-hc.co.uk.