

ROLE PROFILE - Club and Volunteer Support Officer

Reporting to	Club Modernisation & Facilities Coordinator
Location	Primarily office based at our headquarters: Cardiff International Sports Campus, Leckwith, Cardiff (CF11 8AZ). The role covers all of Wales, with regular travel required to the various clubs and regions across Wales
Work pattern	This position offers flexibility to be either full or part time (full time at 37 hours per week)

Flexible working patterns are available, and the role may involve regular working at evening / weekend events

Role purpose	To provide high quality administrative support to affiliated clubs, strengthening the infrastructure that underpins athletics across Wales and enabling sustainable future growth. The role will also play a key part in developing, supporting, and recruiting volunteers within club environments to ensure vibrant, well resourced community athletics.
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Key interfaces	Clubs, Local Authorities, Home Countries, Welsh Athletics Staff
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Key Responsibilities

Club Administration

- Manage and maintain the club management portal, responding promptly and effectively to membership enquiries.
- Monitor club standards and proactively address areas of non-compliance, supporting clubs to meet required expectations.
- Contribute to the planning and delivery of an annual engagement programme for clubs, including webinars, forums, and the annual Club Conference.
- Administer and track club funding applications, including those submitted to the Welsh Athletics Modernisation Fund and the Sport Wales Be Active Wales Fund.
- Support clear and effective communication with clubs, particularly through the coordination and distribution of the monthly newsletter.
- Collaborate with internal departments to identify opportunities to reduce administrative burdens on clubs and enhance overall member experience.

Volunteering

- Assist in implementing the Welsh Athletics Workforce Development Plan within club environments to enhance volunteer capability and long-term engagement.
- Maintain an accurate, up-to-date database of all volunteers, ensuring records are reliable and well-organised.
- Sustain strong communication channels with the volunteer workforce, providing timely updates, guidance, and support.

Inclusion

- Support the administration of the insport Club programme in partnership with Disability Sport Wales, helping to promote and embed best practice across the club network.
- Implement inclusive practices throughout all areas of work to help ensure athletics becomes a more accessible and welcoming sport for everyone.

Other

- Provide Club Modernisation & Facilities Coordinator with regular updates on the impact of specific areas of the work program
- Any other duties which may be required from time to time, which can be accommodated within the post-holder's remit

Benefits Package

Salary	£26,000p/a full time
Tenure	Permanent
Holiday	25 paid days leave plus 8 days paid for bank holidays
Hours	This position offers flexibility to be either full or part time (full time at 37 hours per week)
Other benefits	Company Pension Plan (employer matching up to 6%) 10% of time back per week for personal wellbeing Welsh Athletics Membership Funded training & career development opportunities Free parking at office building Staff kit
Notice period	3 months

Person Specification

Education, Skills & Experience

You'll be someone with great communication skills who works well in a team, while being ready to roll up your sleeves and do what's needed to provide our members with a great service.

You'll also be/have:

	Essential	Desirable
Interest and knowledge of Athletics in Wales	✓	
Able to travel throughout Wales (and the UK as required)	✓	
IT skills, including the use of Microsoft Office, e-mail and internet	✓	
Excellent verbal and written communication skills.	✓	
Excellent organisational and administrative skills	✓	
Ability to develop and maintain positive relationships with key partners	✓	
Ability to work under pressure	✓	
Ability to work to deadlines	✓	
Close attention to detail	✓	
Self-motivated, proactive, and able to work under own initiative	✓	
A team player with the willingness to lead	✓	
Flexible and adaptable to change as work demands	✓	
Ability to enthuse and motivate others	✓	
Welsh Speaking		✓
Experience of supervising or working with volunteers		✓

This role profile is not exhaustive. It is intended as an outline indication of the areas of activity and will be discussed with you and amended over time in the light of the changing needs of the company.

Want to join our team?

Please read the role profile carefully, particularly the essential education, skills & experience required to be successful before visiting our website to begin your application at:

<https://www.welshathletics.org/en/page/careers>

Closing date for applications: Sunday 26th April 2026

Interviews: w/c 11th May 2026

We reserve the right to close vacancies before the specified closing date, should a large number of applications be received. Please apply early to avoid disappointment.

**LISTEN
ENGAGE
REPRESENT**



WELSH ATHLETICS
ATHLETAU CYMRU

Equality, Diversity and Inclusion

We appoint using an open and transparent system based on current best practice and if you need any assistance in completing your application or require an alternative format, contact: **Eleanor Cartlidge** – eleanor.cartlidge@welshathletics.org

Please note: We are committed to **safeguarding** and promoting the **welfare** of children and young people and expect all staff and volunteers to share this commitment.

We are committed to **inclusion** and embrace the spirit of all **equalities'** legislation. Where possible, we will always make reasonable adjustments for accessibility to anyone who requires it.

We are not able to offer visa sponsorship and all applicants must have the **right to work in the UK** to apply and be considered for this role. If you are a non-UK National, you must have an appropriate working Visa to undertake employment. Your **personal data** will be held for up to two years and used for Welsh Athletics recruitment purposes only, either alerting you to new vacancies or processed in accordance with a vacancy you later apply for.

We will never pass your details to third parties. To find out more about how we respect your privacy, please visit our web page '[Privacy, Cookies & Copyright](#)'. For more information about Welsh Athletics, visit our web site and the page '[About Us](#)'.