



UC&SC Job Description

Job Title: Club Manager

Directly reports to: Club President

Location: Uddingston Cricket and Sports Club Castle Avenue Uddingston G71 7HJ

Operating Hours & Pay: Part Time – Full Time with flexible part-time options available. The role will require flexibility to work evenings and weekends in line with club activities, events and operational requirements. Salary is DOE.

To apply: Please email your CV and cover letter to uddingstoncsc.manager@gmail.com

Position Summary

The Club Manager will be responsible for the effective day-to-day management, development and commercial growth of Uddingston Cricket and Sports Club.

The role will provide leadership across the club's operations, facilities, memberships, events, community programmes, partnerships and income-generating activities, ensuring the club remains financially sustainable while delivering a welcoming, high-quality environment for members, visitors and the wider community.

The successful candidate will work closely with the Club Committee, sporting sections, staff, volunteers, coaches, members, partners and external organisations to develop the club and maximise the use of its facilities. A key focus of the role will be to identify new opportunities to generate income, increase participation, improve the member experience and develop the club as a sustainable community sports facility.

Responsibilities

A. Club Operations & Management

- Oversee the day-to-day operation of Uddingston Cricket and Sports Club.
- Ensure the clubhouse, pitches, facilities and wider grounds are maintained to a high standard.
- Coordinate opening and closing procedures and ensure appropriate operational systems are in place.
- Manage relationships with contractors, suppliers and service providers.
- Ensure appropriate health and safety, safeguarding, licensing and compliance procedures are followed.
- Maintain accurate operational records and documentation.
- Identify opportunities to improve efficiency and reduce operational costs.
- Develop and implement policies and procedures where required.
- Act as a key point of contact for members, visitors, hirers, suppliers and external organisations.

B. Commercial Development & Income Generation

- Develop and implement a commercial strategy to increase sustainable income for the club.

- Identify new income-generating opportunities across the clubhouse, facilities, events, programmes and services.
- Develop and manage a pipeline of potential sponsors, partners, customers and commercial opportunities.
- Create attractive sponsorship and partnership packages.
- Build strong relationships with local businesses and organisations.
- Identify opportunities for corporate events, private functions, venue hire and community use.
- Explore opportunities to increase income from under-utilised facilities and assets.
- Monitor commercial performance against agreed targets.
- Develop new products, services and programmes that align with the club's objectives.
- Support grant funding applications and identify appropriate funding opportunities.

C. Facilities & Venue Management

- Maximise the use and financial return of the club's facilities.
- Manage bookings and facility hire arrangements.
- Develop opportunities to increase utilisation during quieter periods.
- Coordinate external events, private functions and corporate bookings.
- Ensure facilities are appropriately prepared before events and returned to operational condition afterwards.
- Work with contractors and suppliers to maintain and improve facilities.
- Identify capital investment and development opportunities.
- Support the Committee with proposals for future facility improvements.

D. Membership & Customer Experience

- Support the recruitment, retention and engagement of club members.
- Develop initiatives to improve the overall member experience.
- Monitor membership numbers, trends and income.
- Work with sporting sections to identify opportunities for membership growth.
- Ensure effective communication with members.
- Respond professionally to member enquiries, feedback and complaints.
- Identify opportunities to increase participation across different age groups and communities.
- Support initiatives designed to make the club more accessible and welcoming.

E. Community Development

- Develop the club's role as a community sports hub.
- Build relationships with local schools, community groups, charities, businesses and public-sector organisations.
- Identify opportunities to increase participation in sport and physical activity.
- Support the development of community programmes and initiatives.

- Explore opportunities to make greater use of the club's facilities outside traditional sporting activities.
- Develop partnerships that increase the club's social and community impact.
- Support funding and partnership applications that contribute to community development.

F. Events & Activities

- Develop and coordinate a programme of events throughout the year.
- Manage commercial, community and sporting events hosted at the club.
- Coordinate with event organisers, suppliers, contractors and volunteers.
- Ensure appropriate risk assessments and operational plans are in place.
- Identify opportunities to generate additional income through events.
- Support the promotion and marketing of events.
- Evaluate events following completion, including financial performance and customer feedback.

G. Financial Management

- Support the Committee with the preparation and management of annual budgets.
- Monitor income and expenditure against agreed budgets.
- Identify opportunities to increase income and control costs.
- Ensure appropriate financial procedures are followed.
- Monitor outstanding payments and income.
- Provide regular financial and operational reports to the Committee.
- Support the administration of invoices, purchases and supplier payments.
- Maintain accurate records relating to commercial activities.
- Contribute to long-term financial planning and sustainability.

H. Marketing & Communications

- Develop and implement marketing activity to promote the club and its facilities.
- Increase awareness of the club within the local community.
- Promote membership, events, programmes, venue hire and commercial opportunities.
- Manage or coordinate website and social media content.
- Develop promotional materials and commercial proposals.
- Ensure the club has a consistent and professional brand.
- Work with partners and sponsors to maximise their visibility and engagement.
- Identify new marketing channels and opportunities to increase reach.

I. Staff & Volunteer Management

- Provide day-to-day leadership and support to club staff.
- Coordinate staff rotas and operational requirements where appropriate.
- Support recruitment, induction and performance management.
- Ensure staff understand their responsibilities and club procedures.
- Work effectively with volunteers and committee members.
- Recognise and support the contribution of volunteers.
- Identify opportunities to improve volunteer recruitment and retention.

J. Governance, Compliance & Risk

- Ensure club activities are conducted in accordance with relevant legislation and regulations.
- Support compliance with health and safety, safeguarding, licensing, employment and data protection requirements.
- Maintain appropriate risk assessments and operational procedures.
- Report significant risks or issues to the Committee.
- Maintain appropriate records and documentation.
- Support the Committee in meeting its governance responsibilities.
- Ensure external contractors and hirers comply with relevant club requirements.

Strategic Development

The Club Manager will play a key role in developing the long-term vision and sustainability of Uddingston Cricket and Sports Club.

This will include:

- Developing a rolling commercial and operational plan.
- Identifying opportunities for future facility development.
- Increasing the utilisation of the club's assets.
- Developing new income streams.
- Increasing membership and participation.
- Developing strategic partnerships.
- Identifying grant and funding opportunities.
- Improving the financial sustainability of the club.
- Strengthening the club's position as a community sports hub.
- Supporting the Committee with evidence-based recommendations and business cases.

Key Performance Indicators

Performance will be measured against agreed annual objectives, which may include:

Commercial

- Growth in commercial income.
- Sponsorship and partnership income.
- Venue hire and event income.
- Number and value of new commercial partnerships.
- Increased utilisation of club facilities.

Membership

- Membership growth and retention.
- Member satisfaction and engagement.
- Growth in participation across different programmes.

Community

- Number of community partnerships.

- Participation in community programmes.
- Number of schools/community organisations engaged.
- Funding secured for community activity.

Operations

- Facility utilisation.
- Operational efficiency.
- Customer satisfaction.
- Compliance with health and safety and other statutory requirements.

Financial

- Performance against agreed budgets.
- Reduction/management of operational costs.
- Growth in sustainable income.
- Accurate and timely financial reporting.

Person Specification

Essential

The successful candidate will have:

- Experience in a management or operational role.
- Strong organisational and administrative skills.
- Experience managing budgets and monitoring financial performance.
- Experience developing partnerships or commercial opportunities.
- Strong communication and relationship-building skills.
- Ability to manage multiple priorities and work independently.
- Experience working with staff, volunteers and external stakeholders.
- Strong problem-solving and decision-making skills.
- Good IT and digital skills.
- A proactive and commercially minded approach.
- Ability to work evenings and weekends when required.

Desirable

- Experience within a sports club, leisure facility, community organisation or similar environment.
- Experience in sponsorship or business development.
- Experience managing events or venue hire.
- Experience of grant funding applications.
- Experience managing sports facilities.
- Knowledge of health and safety and safeguarding requirements.
- Experience working with local authorities, governing bodies or community organisations.
- Relevant management, business, sports or community development qualification.

Personal Qualities

We are looking for someone who is:

- Commercially minded – able to identify and develop new opportunities.
- Community focused – understands the role the club can play locally.
- Proactive – identifies solutions rather than waiting for problems to arise.
- Organised – able to manage competing priorities effectively.
- Approachable – builds positive relationships with members, volunteers and partners.
- Ambitious – wants to develop and grow the club.
- Practical – willing to get involved in the day-to-day running of the club.
- Professional – represents the club positively at all times.
- Collaborative – works effectively with committees, sporting sections, staff and volunteers.

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