



Committee Member Role Description

Newtongrange Star Football Club, founded in 1890, is a Scottish football club currently a member of the East of Scotland Football Association & League and formerly a long-time member of the Scottish Junior Football Association.

We are a non-profit association, with a team of around 25 staff members, including players, bar and hospitality services, management and coaching, and our aim is to:

- Be playing in the Lowland League within 5 years;
- Build an ethos/player-first culture that runs throughout the club and is at the core of all we do;
- Be a leader in all fields, and other clubs to look to us as an example of best practice.

We are looking to increase the membership of our volunteer club committee, and whether you are experienced, or looking to become involved in a management board for the first time, we would like to hear from you. Becoming a committee member lets you:

Enjoy the experience of volunteering as part of a friendly team and meet new people

Increase your confidence and learn new skills

Use your experience with Newtongrange Star to develop your CV and seek work in sport- football or other fields of employment

Benefit from in-house training opportunities including cash handling, facilities maintenance, and issues surrounding safeguarding amongst others.

The Role

In a hugely rewarding role, on behalf of the club membership, our committee provide oversight of the leadership and direction of club activity including legal, financial and strategic management. It is also a very hands-on role in terms of the day-to-day running of the club, including stadium and building maintenance, procurement, and other shared responsibilities such as taking meeting minutes, use of email and social media, organising kit washing and match-day sales of refreshments and pies.

Committee meetings are held weekly normally on a Tuesday evening on club premises, for approximately 2 hours. Sub committees meet in between as needed. Time commitment can vary depending on activities, for example approximately 5 hours on home match days, so flexibility is desirable. There may be other events and meetings that you are requested to attend as appropriate.

A full induction and ongoing support will be provided, in addition to any training and development needed.



Tasks and responsibilities

- Attend committee meetings and additional sub meetings where required.
- Participate in different sub committees and/or areas within the club, working with your fellow committee members.
- Responsible for activities assigned at committee meetings or ad hoc, completing actions and reporting back.
- As an outward face of the club maintain a positive outlook and adherence to the club vision through:
 - always being principled, considerate and respectful,
 - fostering diversity, inclusivity and accessibility,
 - promoting a friendly community where staff, players, fans, and members feel proud to be part of our club and friends and visiting teams feel welcome,
 - maintaining good relationships with key stakeholders, including members of the wider community, suppliers, sponsors, members, and other community organisations.
- Provide appropriate advice, support and line management, where required, to club staff.
- Diligence and attention to detail - Committee members are expected to prepare adequately for meetings they attend, making sure they have completed actions, read through reports and other documents.

Knowledge Skills and Experience required

Essential

- Able to maintain confidentiality of sensitive information and act in compliance with data protection legislation
- Competent interpersonal and organisational skills
- Team player
- Flexibility in supporting other committee members and club needs when required
- Demonstrable communication skills, both written and oral
- Able to commit to a minimum of around 10 hrs/month
- Willing to commit to self-development – Committee members are encouraged to identify personal training and development needs, and seek opportunities for development.
- Hold club membership



Desirable

- Experience in a similar role
- Experience in a professional setting. Our Committee members and office holders typically have knowledge, experience and/or interest in some of, but not limited to, the following areas:
 - Finance
 - Legal
 - Fundraising
 - Marketing & Public Relations and Social Media
 - IT
 - Business management
 - Managing people
 - Project Management
 - Facilities Management
 - Community Development
- Passionate about grass roots football and the Newtongrange community in particular.

How to apply:

Please send cover letter explaining how you meet the essential and desirable criteria above and optional CV (max. one page) to archie.lockhart@btinternet.com .

More information on the club: <https://newtongrangestarfc.co.uk/>