

Job Description: Office Manager



Summary of key responsibilities

The Office Manager will play a central role in the effective day-to-day operation of Scottish Volleyball, providing high-quality administrative, financial, HR, membership and organisational support across the organisation.

The successful candidate will be highly organised, professional and proactive, with excellent attention to detail and the ability to manage a diverse workload. They will provide a key link between staff, the Board, members, clubs, volunteers and external stakeholders, ensuring that Scottish Volleyball's core administrative systems and processes operate effectively.

Summary of key responsibilities include, but are not necessarily limited to:

Finance Administration

- Assist CEO with annual budgeting and tracked budgets.
- Manage the processing of invoices with external finance contractor and staff.
- Maintain records and assist with preparation of financial information.
- Support CEO and staff with **sportscotland** annual returns.

Human Resources and Staff Administration

- Provide administrative support for HR processes across Scottish Volleyball.
- Support recruitment and onboarding processes, including the administration of contracts, induction and relevant documentation.
- Support the implementation and administration of organisational HR policies and procedures.
- Liaise with external HR support where required.

Membership Administration

- Support the day-to-day administration of Scottish Volleyball membership.
- Respond to membership enquiries from individuals, clubs and other stakeholders.
- Assist with membership communications, renewals and associated administration.
- Produce membership information and reports as required.
- Identify opportunities to improve the member experience and efficiency of membership administration.

Board and Governance Administration

- Act as a key administrative liaison between Scottish Volleyball staff and the Board.
- Attend Board meetings and act as Board minute taker, producing accurate and timely minutes.
- Coordinate the preparation and circulation of Board agendas, papers and supporting documentation.
- Work closely with the Chief Executive and Board members to ensure effective communication and administration.

Office Management and Administration

- Manage the day-to-day administration of the Scottish Volleyball office, ensuring it operates efficiently and professionally.
- Provide administrative support to the Chief Executive and Scottish Volleyball staff.
- Act as a central point of contact for general enquiries received by telephone, email and other communication channels.
- Manage office supplies, equipment and general office requirements.
- Coordinate meetings, including room bookings, agendas, papers, minutes and follow-up actions where required.
- Support the administration and organisation of Scottish Volleyball events, competitions, meetings and other activities.
- Assist with the preparation of reports, presentations, correspondence and other organisational documents.
- Any other duties as appropriate to the post and the needs of Scottish Volleyball.