

1. Job Title

a) Role:

Club Manager (Full Time / or Part Time – see comment in summary below)

b) Venue:

Ealing Lawn Tennis Club

2. Summary

We are looking for an enthusiastic Club Manager to support the Management Committee in running the Club. Although advertised as a full time role, the Club will also consider applicants who could fulfil the tennis / coaching management or facility management parts of the role on a part time basis.

3. Employer

Ealing Lawn Tennis Club

4. Closing Date

22/07/2018

5. Salary Type

Annual

6. Salary / Daily or Hourly rate

£25,000 - £30,000 p.a. full time / or pro-rata for part time

7. Job description

The role's responsibilities include;

Tennis and Coaching

- Handling of new members enquiries and helping them initially after joining;
- Handling of day to day members enquires;
- Promoting the club in local area, schools etc. to expand membership;
- Organising additional tennis events, and external bookings in conjunction with the clubs volunteers and coaching team;
- Management of the agreed coaching arrangements between the Club and the coaching team and ensuring compliance;
- Being the administrator of the Club's court booking system and the Club's Places to Play administrator with the LTA;
- Communicating the priorities for court maintenance to the Head Groundsman based on forthcoming events and any members feedback;
- Assisting with any other key priorities that the Club's Management Committee may decide.]

Facility / Bar Management

- Supervision of cleaners;
- Dealing with ongoing facilities issues as they arise –contact contractors on the Club's preferred suppliers list to fix items;
- Manage ongoing contracts for regular servicing and maintenance;
- Checking compliance with relevant operational legislation;
- Manage existing and new bar staff and club volunteers.
- Produce bar rota, encourage new members to volunteer, carry out training as required.
- Manage Bar stocks e.g. stock levels, new lines, suppliers, pricing etc. and annual stocktaking
- Oversee operation of the till, till records, PDQ, banking and cash management

The role will require some evening and weekend work but there will be some flexibility as to when that is.

8. Overview of the venue/company

Ealing Lawn Tennis Club is one of the leading tennis clubs in West London with over 700 members. It has 15 courts which are a mixture of indoor, floodlit artificial clay, grass and tarmacadam. The club has 10 adult teams and a successful mini tennis and junior programme with some members being asked to compete for their county. The club has a modern clubhouse with an office, changing facilities and a small bar that has a thriving social scene. There are regular events throughout the year.

The club has a strong volunteer ethos with many of the club's successful events and activities being run by volunteers. The successful candidate will be able to work with volunteers and a small number of paid staff.

9. Person specification

The ideal candidate for this role will have;

- Sound organisational abilities – personal organisation and managing small projects;
- Strong interpersonal skills and be an effective communicator, verbally and in writing– to work effectively at all levels inside the Club, with potential members and external partners etc. We envisage the job holder will play a significant role as the public face of the club;
- Good people management skills;
- Some familiarity at an operational level with running a tennis facility or another sport facility. This can come from a current / previous paid role, or from participating in sport as a player, parent or official;
- Good basic IT skills (e.g. word processing, spread sheets, emails, possibly desktop publishing and have the capability to administer the Club's booking system);
- Self-motivation and ability to work independently whilst being part of an extended team;
- good judgement and initiative – be proactive;
- flexibility;
- Practical problem solving abilities – a can do attitude and a hands on approach;
- The capability to have DBS clearance]]

10. How to apply

Applications should include a one page cover letter and a CV. These should be sent by email for the attention of the Club Secretary at ealinglcmembership@gmail.com