

Job Advertisement

Position: Club Manager

Employer: Bridgend Association of Bowls, Tennis, Squash Clubs Community Interest Company (BABBTSCIC)

Based at: Bridgend Bowls, Tennis and Squash Club, Newbridge Fields, Bridgend.

Description:

The post offers a great opportunity for an individual with good organisational and personal skills who has the ability to offer imagination and innovation as the organisation seeks to maximise the potential of its recently acquired status as a Community Interest Company.

Our aim is to foster sporting opportunities to the community irrespective of age, sex or creed. Income generation is essential to allowing us to deliver this vision. We generate income through Membership, Bar Sales and from use of the Function Room. The successful candidate will have a key role in developing these areas and will require the necessary skills to ensure their effective management of the facilities and the team of part time assistants.

We will encourage and reward imagination and innovation and the successful candidate will benefit from any resultant additional benefit to our trading ability

Hours of Work:

The Club is open from 9am to 10pm every day and until 11pm on Friday and Saturday. You will be expected to work between 40 and 48 hours per week.

Salary:

£18k basic (40 hours), £20k+ including regular overtime

Full Time Permanent Job Vacancy

Email CV's to: bridgendtennisclub@gmail.com

Closing Date: 20th July 2016

Job Description

POSTION:	Club Manager
SALARY:	£18k basic (40 hours a week)
RESPONSIBLE TO:	The Board of Directors

JOB PURPOSE:

To manage the day to day running of Bridgend Bowls, Tennis and Squash Club ensuring that the business operates professionally and effectively, generating income through Membership, Bar Sales and from use of the Function Room.

ROLES & RESPONSIBILITIES:

FINANCE

- Manage all aspects of finance and cash management in the Club including sales, gross profit, stock control, core wages and controllable expenditure.
- Review the Profit and Loss account on a monthly basis with the Board and Assist in achieving all Financial targets set for the Club
- Maximise all sales opportunities across the business, including quality of food and drink service
- Use all Club Point of Sale as directed, to have an understanding of all promotions and Point of Sale requirements and to work with the team and Directors to maximise sales and promotions at every opportunity
- Be accountable for all ordering, product delivery and stock management of Club items including checking, storage and reconciliation

FACILITIES

- Maintain Club and office administration including the correct and proper use of the incident report book, CCTV, keys, safe, storage of paperwork and all other log books
- Be aware of and adhere to licensing, data protection, Health & Safety at Work, COSHH and other legislation at all times
- Carry out Risk Assessments and other associated health, safety and fire checks to ensure customer safety in all area's
- Monitor and manage all maintenance issues and manage all 3rd party contractors on site where applicable
- Ensure the opening and closing procedures are adhered to in line with Club policy
- Ensure that the Facilites, bar and front of house are cleaned and maintained to a high standard

CUSTOMER CARE

- Provide excellent customer service at all times with the key aim of retaining existing and attracting new members
- Take full responsibility for the set up and effective operation of the Club at all times
- Market the Club for greater sales and higher occupancy forming links with local clubs, tourist information centres and local business
- Administer and distribute all Club communications to staff and members
- Ensure that all safeguarding guidelines are followed

STAFF

- Manage the Club team including motivating and leading the team to work to the highest standards at all times
- Manage and maintain employee Personnel & Training Files
- Identify and monitor training needs, take an active role in developing team
- Identify recruitment needs and take an active role in the recruitment of staff, ensuring that all paperwork (including Proof of Right to Work documentation) is certified, copied and filed
- Effective communication with their team through regular meetings
- Be responsible for accurate rota planning based on forecast sales and core wage budget
- Work in all areas of the Club, bar, floor, cellar, kitchen and office to ensure best practice is maintained by the team and ensure any areas requiring improvement can be identified

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

GENERAL

To understand the Health and Safety responsibilities which fall within a manager's role and the personal Health and Safety responsibilities within the HASAWA 1974.

To ensure that all activities are operated in accordance with Equal Opportunities legislation and Best Practice

Have Proof of Right to work in the UK

Be a fit and proper person to obtain and hold the relevant licences

PERSON SPECIFICATION (CLUB MANAGER)

Attributes	Requirements
Qualifications/Education	<ul style="list-style-type: none"> • A good standard of education or an ability to demonstrate competence through experience.
Experience	<ul style="list-style-type: none"> • Have experience of managing and developing a team • Have experience of managing standards and processes • Have experience of working in all areas of the Club - kitchen, cellar, floor, bar and office • Have proven ability in increasing sales and in financial control
Skills	<ul style="list-style-type: none"> • Be able to analyse and interpret numerical and written information • Be able to influence and motivate others • Be able to remain calm under pressure and responsive to change • Be confidential and discreet • Good IT skills • Be professional and well presented • Have excellent customer service skills • Have a high level of motivation and enthusiasm • Have excellent communication skills at all levels • Have strong leadership and people management skills