

Job Description

Job Title	Assistant Manager
Line Manager	Club Manager
Status	Employed – Monthly payroll

Key Objectives:

- To support the Club Manager in the efficient running of the Club
- To support the Club Manager in providing management presence on site
- To provide cover of key duties for the Club Manager during absence

Responsibilities & Duties:

- Administration Support – including ensuring the Tennis court calendar is up to date; maintaining registers for activities, such as Camps, Courses, Community Tennis Programme & Group Coaching Programme as required; inputting data into reports; assisting with email and telephone enquiries.
- Facilities Support – including management of cleaning staff and work requirements; ordering cleaning supplies; covering key Clubhouse opening times, such as Wednesday Club Play and Saturday bar/reception as required; acting as an event manager for one-off hires as required; providing alarm call out cover.
- Club Manager cover of key duties – including collection of cash takings and banking; liaising with all contractors and staff; maintaining all computerised booking systems; dealing with email and telephone enquiries; supporting members and visitors; bar stock control and ordering; bar rotas and payroll.
- Delegated Club Manager responsibilities – including taking on specific areas of management if required by Club Manager workload.

Other:

- Any other duties commensurate with the above and subject to agreement.
- Refer to the Club Manager job description for details of potential delegated duties.
- The role has potential for growth and increased hours in the future.

Person Specification:

- Good IT skills in order to work with various software applications, such as MS Office, Google Apps, computerised booking systems, etc.
- Strong interpersonal skills to communicate effectively with a wide range of people.
- Flexibility to work occasional evenings and weekends to cover management duties, attend meetings, etc where appropriate.

Salary & Terms:

- Subject to annual review in January for implementation on 1 April.
- Any significant amendments will be laid out in a new Offer & Acceptance letter.
- General guidelines & standards as per the Staff, Contractor & Volunteer Handbook.

February 2017