

Henleaze Swimming Club - Job Description

Job Title:	Club Administrator
Place Of Work:	The Club Administrator will be expected to work from home and on site at the Club office. The Club will provide necessary equipment to make this possible. Work will be required to be undertaken at Henleaze Lake or at other local locations as required.
Responsible to:	Deputy General Manager
Responsible for:	Not Applicable
Hours of Work:	An average of 15 hours a week over a year. Some flexibility will be required as the Club Administrator's work load will vary over the year. Some evening and weekend working will be required.
Contract Terms	Permanent position with 6 month probationary period
Main Roles & Responsibilities:	To assist the General Manager & Deputy General Manager in all administrative tasks required to run the charity Henleaze Swimming Club.
Pay:	An hourly rate of between £10 to £12.25 depending on experience Wages are paid monthly in arrears, by BACS. Salary will be reviewed annually.
Holiday Pay:	Not less than the statutory minimum. Holiday entitlement is currently 5.6 weeks per annum including bank holidays.
Sick Pay:	Statutory qualifying & entitlement .
Pension:	Stakeholder registered pension with NEST. Employer contribution in line with pension regulations.

Description of duties and responsibilities

- To provide administrative and general assistance to the General Manager, Deputy General Manager & Trustees.
- To assist in all aspects of the employment and recruitment of staff at the lake.
- To assist in all aspects of membership renewal and waiting list administration including the use of the Club's Membership databases.
- To compile and manage staff rotas
- To assist in all aspects of the administration of the use of the site by other 'lake user groups' and permitted individuals as part of our wider usage programme.
- To assist the General Manager & Deputy General Manager in Health and Safety administration support.
- To assist with and maintain the Club's operating procedures including the Club Administration calendar and staff manual.
- To undertake correspondence on behalf of the lake, including to the membership, as directed by the General Manager & Deputy General Manager.
- To carry out corporate and charity administration as required. Assist with fund-raising, within our status as a charity.
- To help organise and attend monthly committee meetings, take the meeting Minutes, and report as required.
- To ensure that all data relating to members and staff of the Club is maintained on a confidential basis and in line with requirements of the Data Protection Act.

The Club reserves the right to delegate other tasks to the post holder, which may be accomplished within the contracted hours.

Key Competences

- Excellent service to customers/members/colleagues;
- Reliably delivering results;
- Problem solving;
- Ability to dealing effectively with a wide range of stakeholders;
- Attention to detail;
- Effective team work;
- Ability to work both under direction and on initiative within Club policies and rules

Key Skills

- Word-processing (Microsoft Word) including mail merging
- Spreadsheets (Microsoft Excel)
- Email
- Use of databases
- Use of social media
- Excellent written and spoken English
- Clean driving license and access to vehicle (preferable but not key)