



Sports Club Administrator

Job Description

Giffnock Tennis Squash & Hockey Club is a leading sports club, located on the southside of Glasgow, offering a chance for a talented individual to join a fantastic, prestigious establishment.

Our Administrator will be responsible for carrying out administrative tasks across a wide range of functions within the sports club, including maintaining in good order our membership database. In addition, they shall assist the Club in marketing, fundraising, supply chain management and general administration tasks. Assisting with organising and events are also tasks that fall within this positions remit.

Main Responsibilities

- To maintain the membership database in good order, including issuing membership renewal notices, inputting new member data, issuing membership cards, surveys of membership opinion and such other membership duties as may be required from time-to-time.
- To provide members with on-site support in respect of membership, membership services and benefits during defined weekdays.
- Issuance of quarterly programme details to members participating in defined coaching programmes.
- Monitoring of services provided to the Club including those of our cleaning contractor, sanitary services contractor, grounds maintenance contractor.
- Good attention to detail and an ability to manipulate large volume of data.
- In addition to the above, performance related bonuses could be available in respect of attracting sponsors to the Club, recruitment of new members and provision of new services to members.

Experience

Computer literacy with proficient knowledge of Microsoft Word and Excel and previous experience at supervisor level are essential skills for the successful candidate. Great leadership skills and the ability to solve problems are desirable attributes.

Salary and Benefits

£9.50 to £11.50 depending experience. A minimum on-site 9 hours per week, with a requirement to undertake specific administrative tasks as required by the Club.

The Club expects to agree a specific salary with the successful candidate based on an element of flexibility as to times during which work may be delivered from site. Our expectation is that the successful candidate will work around 450 hours per annum on administrative tasks. Performance related bonuses will be available as part of the package negotiated with the successful candidate.

All candidates will undertake a computer proficiency test as part of the interview process.