



Club Manager Job Specification Coombe Wood Lawn Tennis Club

Background

Coombe Wood LTC is a friendly and vibrant tennis club based in Kingston upon Thames. We have 7 first-class floodlit courts maintained to a high standard, and our modern clubhouse has a glass frontage with views over an extensive newly redeveloped terrace to the courts beyond.

The club currently has a record membership with around 500 adult and 400 junior members. We have an active coaching program offering individual and group coaching for adults as well as term-time programs and school holiday camps for juniors.

We are looking to take on our first Club Manager to support a committee of volunteers responsible for running the club. This is a part-time role which will initially be for 24 hours a week.

Applicants should have a keen interest in sport and sports management and be able to work flexibly to accommodate some evening, weekend and bank holiday work.

Key Responsibilities

We are looking for an energetic, enthusiastic, and conscientious individual to assist the Honorary Secretary and Committee in the day-to-day management and administration of the club. The main duties will include, but are not limited to:

- **General management:** Attend committee/board meetings as required to report and take direction, liaise with the LTA, Surrey Tennis, and other external bodies. Day to day interface with Head Coach on coaching matters.
- **Communications:** Handle day to day questions from club members, prepare member communications, and assist with management of club website and social media platforms.
- **Finance:** Assist the Honorary Treasurer with a number of finance/admin tasks incl managing club insurance policies.
- **Facilities:** Manage relationship with suppliers and contractors to ensure the club's courts, floodlights, grounds, clubhouse and equipment are clean and well maintained.
- **Membership and Marketing:** Assist with day-to-day operation of membership systems, deal with routine membership queries, maintain and manage membership waiting list, maintain members handbook.
- **Social events:** Assist with advertising, organising and running key events, including Finals Day, Junior Tournament Day and social events.
- **Bar management:** Manage clubhouse bar, including operation of bar EPOS and stock control system, managing bar staff as and when required and being prepared to serve behind the bar should the need arise.
- **Risk Management and Health & Safety:** Manage and maintain a safe facility, carry out risk assessments and ensure all club policies and procedures up kept to date in line with best practice.

Candidate Requirements

The ideal candidate for this role will have:

- Sound organisational abilities, both personal and with 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.
- Good people management skills.
- Familiarity at an operational level with running a tennis or other sports facility.
- Good IT skills including Microsoft Office (Word, Excel) and the capability to use the Club's membership systems along with the ability to implement and administer a basic bar EPOS and stock control system.
- Self-motivation and the ability to work independently whilst being part of an extended team.
- Good judgement and initiative and will be proactive.
- Flexibility as duties will change on a day-to-day basis.
- Practical problem-solving abilities with a can-do attitude and a hands on approach.
- The right to work in the UK and a full UK driving licence.
- DBS clearance will be required.

Time Commitment

Initially 24 hours per week. Flexibility required regarding days/times to be worked. Primarily based on-site at the tennis club.

Some evening and weekend work required, including attendance at evening committee meetings.

Attendance at key club events on weekends, such as Open Days, Junior Tournament and Finals Day.

Indicative Pay

£30,000-35,000 p.a. pro-rata depending on experience.

Full terms to be discussed at interview stage Free Club membership.

How To Apply:

To apply for this exciting opportunity, please send your CV and a covering letter to **richard.eley@yoursportsolutions.co.uk**

We look forward to hearing from you!

Coombe Wood Lawn Tennis Club is an equal opportunity employer committed to diversity and inclusion in the workplace. We encourage applications from all qualified individuals regardless of race, ethnicity, gender, sexual orientation, age, disability, or religion.