



Bridge of Allan Sports Club

MINE ROAD, BRIDGE OF ALLAN, STIRLING. FK9 4DY.
Tel. (01786) 834397

12th November 2018

Club Manager

Bridge of Allan Sports Club

Permanent

Permanent, full-time position with a competitive salary. 40 hours a week is required flexible across seven days, including evenings and weekends as required by the needs of the club.

The sports club is set in upper Bridge of Allan and is one of the premier racquet sports clubs in Scotland and boasts first class playing and spectating facilities with around 500 members.

Bridge of Allan is located two miles from Stirling City Centre and enjoys good road/rail links to all major towns particularly Glasgow and Edinburgh and is within easy driving distance of towns such as Falkirk, Grangemouth and Perth.

You would report to the Management Committee for day to day running of the club including operation of bar/catering facilities. In doing so you would also assist the Management Committee in promoting/marketing the club's facilities and social activities.

Responsibilities

- Managing the recruitment, training, wages and records of bar/ancillary staff ie training in First Aid/Food Hygiene.
- Running bar as licensee so ensuring compliance with licensing laws and stock keeping of food and drink.
- Keeping membership data base updated with new member inductions and sending membership renewal notices.
- Managing club website and online booking system.
- Liaising with any contractors and managing invoices.
- Liaising with groundsman/fitness instructor to ensure equipment is maintained.
- Liaise with and assist tennis, squash and social convenors in relation to tournaments and events.
- Liaise with representatives of Active Stirling, Scottish Squash and Tennis Scotland and support squash/tennis coaches.
- Preparing and attending Management Committee Meetings.
- Deal with verbal complaints.
- Ensure the daily cleaning and safety checks of club facilities are performed correctly.
- Act as Child Protection Officer, First Aider and Fire Officer.
- Play an active role in finding opportunities to increase revenue streams.

Desired Experience

Previous experience in managing staff in a similar environment would be beneficial.

Education

- Fully aware of Health and Safety at Work Act and Control of Substances Hazardous to Health.
- Knowledgeable of Safeguarding Children Policies, however training will be provided.
- First Aid Qualification, however training will be provided.
- Be required to satisfactorily complete and receive Protecting Vulnerable Groups Scheme certificate (PVG).

Skills

- Excellent interpersonal, communication and organisational ability.
- Enthusiastic individual who had initiative, ambition and energy.
- Excellent IT skills.

Benefits

- Competitive salary and workplace pension plan.
- Friendly working environment.
- Flexible work schedule.
- 28 days of annual holiday entitlement.
- Free use of club facilities.

Please Note

- Closing date is at 17:00 Friday 23rd November.
- Interviews will be held week commencing 3rd December 2018.
- Probationary period is six months.

Please send a copy of your CV and cover letter to:

Mr Andrew Scott,
Club Secretary,
Bridge of Allan Sports Club,
Mine Road,
Bridge of Allan,
By Stirling,
Scotland.
FK9 4DY

Or apply via email to: andyscott.1@btinternet.com