

**Stokes Bay Sailing Club**

**Job Description**

**Administrator – Stokes Bay Sailing Club**

**Job Title:** Administrator

**Accountable to:** Commodore, Treasurer and Secretary

**Working Hours:** 15 hours a week low season up to 35 hours a week high season.

**Salary:** £18,000 - 21,000 FTE based on candidate experience.

**Start date:** As soon as possible

**Purpose**

To ensure the smooth running of the Club’s administration, its membership, and its activities. The Administrator will be the main contact for members, visitors, and suppliers on a day-to-day basis.

To support weekend activity at the Club and assist the Management and Sailing committees with the preparation and delivery of sailing and club events.

**Key Responsibilities**

**Finance**

1. Attend to day-to-day accounting of all receipts and payments of the club and bar.
2. Work with the Treasurer to produce monthly accounts/budgets for the monthly meeting.
3. Administer PAYE for administrator and bar staff
4. Administer VAT including monitoring VAT threshold.
5. Work with Accountant to produce yearly accounts.

**House**

1. Day to day running of the club, including checking the buildings and compound for security, leaks & blockages, waste, pest control, etc.
2. Guide supplies and other carrying out work at and for the club.

**Sailing support**

1. Be present for six weekend (Fri Evening to Sunday afternoon) open meetings a year (usually Mar-Sept) plus the Club Championships (usually July) to assist with event administration and entry.
2. Be present for Wednesday afternoons (usually 1600 in the winter and 1800 in the summer) and regular Sunday mornings.
3. Process and share club racing and open meeting results including using software.
4. Organise and service duty rotas of members through Dutyman or replacement software.
5. Liaise with committee members and club and class associations to schedule internal and external events.

**Administration**

1. Call meetings of the club as required by the committees and send agendas in advance
2. Attend and take minutes at club general meetings, Management and Sailing committee meetings (usually monthly) and circulate to the relevant members.
3. Administer and oversee the membership including maintaining the database, new memberships, berthing and renewals (the latter usually in in February each year).
4. Liaise with new and visiting members.
5. Work closely with the committees including providing reports and information as required.
6. Work closely with the committee to support the administration and running of social events including the prize giving, AGM and club championships.

**Communication**

1. Support members and visitors in person and via phone, email, website, and social media.
2. Promptly refer to the Management committee all communications, allegations and complaints which may affect the club’s reputation, financial standing, property or members.

**Person Specification**

**Essential qualifications and experience**

GCSE or equivalent at grade C or 4 or above in English and Maths.

Previous experience working in an administration role.

Familiarity with sailing.

**Qualities**

Self-motivated, team player, pro-active, adaptable, supportive, and committed.

Friendly, sympathetic, firm, organised, and attention to detail.

**Skills**

Good and efficient IT skills in administration, account management and social media using generic and bespoke software to full potential

Have social media knowledge and understanding.

Good and effective communication.

**Applications and questions**

If you have any questions please email our Commodore, Grace Clark on [grace@design42.org.uk](mailto:grace@design42.org.uk).

If you are interested in the role, please send a covering letter and your CV to [grace@design42.org.uk](mailto:grace@design42.org.uk) by Friday 9th April 2021 @ 1900 hours. You will receive a timely reply email from Grace upon receipt of the email.

Interviews will take place over two weeks commencing the 12th of April.