

Club General Manager

Clontarf Lawn Tennis Club, Dublin 3.

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Contact: president@clontarfltc.com

Are you seeking an exciting, new challenge as a Club General Manager? Looking to take on a diverse role with a successful club? If so, our Club wants to hear from you.

Established in 1887, Clontarf Lawn Tennis Club is a leading leisure club with a rich history. It is now looking for a Club General Manager to join its hard-working team.

Offering beautiful facilities and a vibrant work environment, our Club offers the chance to positively impact its rapid development and maintain its reputation for service excellence.

As the Club General Manager, you will oversee the Club's staff programs, services and activities.

In this important role, you will motivate and inspire staff and contractors to perform to the best of their ability and deliver a first-class service to members.

Acting as the primary representative for the Executive Committee on the ground, you will interact with key stakeholders and ensure the Club's mission, vision and core values are achieved.

Additionally, you will:

- Assist key Club Officers, the President, Captains, Honorary Secretary and Honorary Treasurer in their duties.
- Communicate with members in a personable and professional manner.
- Ensure that the Club's grounds and facilities are maintained and presented to the highest standards.
- Ensure that appropriate controls are in place to handle membership data and compliance.
- Help to establish annual operating and capital budgets.
- Contribute to improvement initiatives.
- Attend Executive Committee meetings.

To be considered, you will need:

- At least three years' sports club, gym, leisure centre or hotel administration and management experience.
- A proven track record of working in/with a team.
- Proficiency in MS Office, including Excel and Word.
- Proficiency in database and systems management.
- Awareness of child, data protection and compliance requirements for sports clubs.
- Proficiency in the use of social media platforms and communications
- Organised and proactive, as the Club General Manager, you will be a confident communicator who can build excellent working relationships. You will also have a strong customer focus and excellent prioritisation abilities.