



## Brookfield Tennis Club

<b>Role:</b>	<b>Tennis Club Manager</b>
<b>Location:</b>	<b>Rathmines, D6</b>
<b>Type:</b>	<b>Permanent Role</b>
<b>Remuneration:</b>	<b>Salaried employee</b>
<b>Reporting to:</b>	<b>Club Secretary</b>

### The Club

Brookfield Tennis Club is 117 years in existence and is located in idyllic surroundings in Rathmines, Dublin 6. It has six outdoor courts and a magnificent new clubhouse which was completed in 2022. The Club membership is full, with over 600 members across our adult and junior sections.

The Club has an active competitive and social tennis programme for senior and junior members with teams fielded in all competitions. There is a busy junior coaching programme which runs from Monday to Friday. The coaching programme includes beginner level to performance level players and has ambitious goals for the future development of all categories of player within the club.

There is a strong social and community ethos fostered within the Club and across Club activities and events. There is an on-site bar which opens several nights a week and is ably manned by volunteers from the club.

### Overview:

Brookfield Tennis Club seeks an experienced and dynamic Club Manager. The Club Manager will contribute to the success of our Club community and will be the primary point of contact for our members and visitors. The Club Manager will develop the Club's community. Working closely with the Club Committee, the Club Manager will be responsible for the direct management of Club operations and services, including initiating and supporting Club projects as required. The successful candidate will oversee the management and operation of the club, including providing support to the Club Committee, membership communications, club finances, building and court maintenance, health & safety, website and IT systems management and event management.

This is a permanent part-time role, based on-site in the Clubhouse office.



### Role Requirements:

- Between 20 and 25 hours per week, 5 days a week, based full-time at the club.
- Previous experience in a similar role, preferably in the sports or leisure industry.
- Strong organisational and project management skills, including event planning and management.
- Excellent communication and interpersonal skills.
- Proficiency in relevant computer applications and software.
- Knowledge of tennis club operations and industry best practices desirable.
- Self-starter with the ability to work independently and collaboratively.
- Flexibility to work evenings and weekends as required.
- Ability to effectively communicate with club members of all ages, management, and other staff.

### Certification required once you commence employment with Brookfield:

- First Aid certification
- Garda vetted
- Child protection course completed

### Personal Qualities

- Approachable, welcoming, friendly, and enthusiastic
- Self-motivated with positive attitude
- Organised and flexible with ability to multi-task across variety of work areas
- Good communication skills (written and verbal).

### Our Promise to you

- You will become a permanent employee of the club
- You will be working with an experienced well-established coaching team
- Competitive annual salary (paid monthly via payroll as a direct employee of the club)
- A fun work environment
- Trusted and caring employer
- On-site training and personal development
- Access to club facilities and amenities.

### Application

If you are an enthusiastic and dedicated Club Manager looking to contribute to the future success of Brookfield then please apply by email with a detailed CV and cover letter to Club Secretary, Brookfield Tennis Club at [deedude69@gmail.com](mailto:deedude69@gmail.com)

Closing date for receipt of applications is Friday 6<sup>th</sup> December 2024.

<https://www.brookfieldtennis.com/about-us/history.84.html>



Responsibilities include:

Club Committee Support:

- Develop proposals and recommendations for initiatives that enhance the Club's culture, community and operations in line with Club and Tennis Ireland strategies.
- Work with Club Committee to develop and plan Club projects as they arise.
- Manage and deliver approved projects and initiatives.
- Provide operational management updates to the Club Committee.
- Support AGM/EGM planning and management.

Club Finances:

- Track all financial transactions for the Treasurer weekly.
- Perform bank reconciliation for three accounts, allocating payments appropriately.
- Maintain and reconcile a tracker for third-party invoices.
- File all received invoices.
- Manage and report on club budgets.
- Assist the Honorary Treasurer in preparing the annual budget and accounts.

Membership Subscriptions:

- Process new member applications and acknowledge receipt via email.
- Inform new members once elected and add them to the Smart system.
- Order and distribute new Smart cards or fobs.
- Run the invoice procedure and email subscription notices in conjunction with the Treasurer.
- Process online subscription payments and resolve subscription queries.
- Pursue unpaid subscriptions monthly & send final notices at the end of February annually.
- Maintain and update the Smart Membership database.
- Communicate with Smart for system issues and manage the relationship.

Grounds & Building Management:

- Maintain the club's grounds, clubhouse, courts, and facilities to the highest standard.
- Oversee clubhouse maintenance and cleanliness, and coordinate repairs.
- Oversee tennis court maintenance and schedule routine tasks.
- Ensure safe and enjoyable playing conditions.

Health & Safety Lead:



- Develop and implement health and safety policies and procedures.
- Conduct regular inspections and ensure compliance.
- Provide training on health and safety protocols.
- Investigate and report accidents or incidents.
- Review and help implement all current Health & Safety guidelines for the club.
- Liaise with the designated H&S Officer on all H&S matters.
- Conduct a bi-annual review to ensure all relevant personnel have been trained in H&S.

#### Event Management & Bookings:

- Coordinate and manage club events, including social gatherings and fundraisers.
- Handle event bookings and reservations.
- Ensure smooth execution of events and adherence to Club policies and procedures.

#### Supplier Management:

- Liaise with suppliers for timely delivery of stock and services.
- Manage and sign for deliveries and ensure contingency plans for when absent.
- Manage ordering of tennis supplies and support sourcing new suppliers.
- Source and negotiate contracts for equipment, materials, and services.
- Monitor supplier performance and resolve issues.

#### Bar Management:

- Order and manage bar supplies, ensuring deliveries are signed for and stored properly.
- Reconcile bar receipts to stock reports monthly.
- Conduct quarterly stock checks with a Bar Committee member.
- Maintain the Smart system for various functions including access control and floodlights.
- Manage the SumUp system for the club and serve as the contact for related queries.

#### IT & Website Management:

- Manage and develop the club's IT systems, including the membership database, website, payment system, and court booking system.
- Maintain and update the club's website and monitor traffic and engagement.

#### Member Communications



- Send notices to members as required by the Club Exec/Committee, including AGM and EGM notices and subscription notices
- Respond to member emails or forward them to relevant Committee Members.
- Post notices around the club and keep notice boards updated.
- Develop and distribute regular newsletters with updates and announcements.
- Coordinate content creation for newsletters and solicit feedback.

#### Assistance to Director of Tennis & Junior Committee:

- Register Junior and Senior Tennis Ireland PIN numbers.
- Report on coaching finances per term to the Treasurer and Junior Committee.
- Schedule, invoice, and handle queries related to coaching.
- Liaise with the coaching team and provide administrative support.

#### Coaching Fees:

- Manage payment and scheduling of coaching fees.
- Coordinate coaching schedules and programs.
- Provide administrative support for coaching activities.

#### Tournament Organisation:

- Plan and organise tennis tournaments and events.
- Coordinate with participants, officials, and sponsors.
- Manage tournament logistics, including scheduling and registration.

*This list of duties and responsibilities is not exhaustive, and the role holder may be required to undertake other relevant and appropriate duties as reasonably required.*