



Glasnevin Lawn Tennis Club

r/o ESSO Station, Ballymun Road, Glasnevin, Dublin 9

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JOB ADVERTISEMENT – Club Operations Manager

Founded in 1909, Glasnevin Lawn Tennis Club (GLTC) is a busy club with 8 floodlit courts and c.750 members. GLTC wishes to recruit a Club Operations Manager to manage and develop a wide variety of administrative and finance duties. This is a highly responsible role offering a diversity of tasks and autonomy to interest the right candidate. The role will report directly to the Club's Honorary Treasurer and executive committee.

Role Objectives and Outline of Primary tasks

Key Working Relationship

1. Club Administration

Hon Secretary

Duties include end-to-end management of enquiries, member communications (email, social media, notice boards), manage maintenance, identify and manage grants, prepare reports for executive committee. Provide support for tennis activities

2. Finance

Hon Treasurer

Maintain primary accounting records (via cloud platform), prepare and submit VAT returns, payroll management, and processing invoices (bar supplies, maintenance, club running). Process cash and perform reconciliations such as cash, bank, suppliers and VAT.

3. Development Projects

Development subcommittee

On the ground management of projects to develop the club, such as infrastructure projects (e.g tennis courts) and IT systems upgrades.

4. Membership

Membership Officer

Assist the club's Membership Officer regarding new members (meeting them, processing applications, issuing welcome packs), issuing existing members with renewal information, maintaining the membership database and processing payments received.

5. Bar

Bar Chair/Hon Treasurer

Support the operational running of the bar, to include scheduling staff, assessing and ordering bar stock, stock takes, liaising with security company for lock up and organising cleaning.

6. Commercial Engagement

Hon Treasurer

Develop appropriate revenue streams including commercial opportunities and manage supplier relationships.

Required Competencies & Skills

- Effective Leadership:** Demonstrated expertise in guiding sports clubs, fostering teamwork and achieving success consistently.
- Financial Management:** Exhibited adept financial management skills, ensuring the smooth operations of all bookkeeping requirements.
- Strategic Planning:** Established track record of implementing strategic plans, elevating sports clubs through purposeful and goal-oriented projects.
- Proactive Self-Starter:** Embodies a positive attitude, initiating tasks independently with enthusiasm and commitment for achieving excellence.
- IT Proficiency:** Command of essential IT skills, ensuring smooth technology integration for efficient sports club operations.

Salary range - €40,000 -€45,000 FTE basis, Weekdays, with some flexibility on core hours.

Applicants should apply via email to glasnevintennisclub@gmail.com attaching a Curriculum Vitae and cover letter no later than Monday 7th April 2025.