

YOUNG CHELSEA BRIDGE CLUB

CLUB MANAGER

The Management Committee of Young Chelsea Bridge Club is looking to appoint a Club Manager arising from the resignation of Nick Sandqvist who has successfully managed the club into its new premises.

The post is full time, although we are also willing to appoint part-time for a job share.

The Salary is negotiable and will include a bonus depending on revenue and profitability of the club.

The Club Manager will be proactive in maintaining the premises, managing the staff and arranging the bridge games.

The Club Manager will ensure the smooth running of the club and will be proactive in seeking to expand the use of the club premises.

The full Job Profile can be found on the website www.ycbc.co.uk

Letters of interest together with a CV should be returned to dewart@pumptax.com

Closing Date 21st July 2017

Young Chelsea Bridge Club

54 Goldhawk Road London W12 8HA



YOUNG CHELSEA BRIDGE CLUB



CLUB MANAGER JOB PROFILE

The post of Club Manager requires the post holder to ensure the smooth and successful running of Young Chelsea Bridge Club and to maintain its status as one of the great bridge clubs of the world.

The Club Manager must be proactive in maintaining the premises, managing the staff and arranging the bridge sessions.

The Club Manager must also be proactive in seeking to expand the use of the premises.

Key Accountabilities

1 Premises maintenance

To ensure that the premises are maintained and to arrange for any repairs.

2 Managing the staff

To ensure that the staff are organised to carry out their responsibilities and to arrange replacement staff or casual staff to cover as necessary.

3 Equipment and consumables

To ensure that orders and deliveries of equipment and consumables are organised to maintain the smooth running of the club.

4 Bridge sessions

To ensure that all bridge sessions are prepared and run efficiently.

5 Finances and Business Management

To attend the Young Chelsea Management Committee and report directly to the committee. To maintain good financial records. To actively seek users to expand the usage of the premises.

Key Tasks

1 Premises maintenance

- 1a To arrange for the premises to be cleaned regularly.
- 1b To receive a budget for minor repairs and organise those accordingly.
- 1c To arrange for repairs to be carried out by suitable tradesmen.
- 1d To prepare reports for the committee on future maintenance needs.
- 1e To liaise with the Landlord on premises issues.
- 1f To deal with Insurance, Health & Safety and Public Hygiene as appropriate.

2 Managing Staff

- 2a To ensure that the appropriate staff are employed for cleaning, restaurant/bar and Bridge Directing.
- 2b To organise replacement staff to cover absence.
- 2c To arrange casual staff as appropriate.
- 2d To ensure regular staff are trained appropriately for their positions.
- 2e To deal with any staff grievances in the first instance.

3 Equipment and consumables

- 3a To ensure that equipment and consumables for the bridge room are ordered to maintain constant supplies.
- 3b To work with the restaurant/bar staff to order equipment and consumables and if necessary delivered.
- 3c To work with the cleaning and maintenance staff to order equipment and consumables.

4 Bridge Sessions

- 4a To ensure boards are dealt and hand records available for all duplicate sessions and matches
- 4b To keep a calendar of all games and other events and liaise with the web master to update the website regularly
- 4c To maintain accurate membership records
- 4d To organise the directing of bridge sessions

5 Finance and Business Management

- 5a To attend the Young Chelsea Management committee and report regularly to that committee.
- 5b To be a member of the Young Chelsea Tournament Committee and to offer them advice.
- 5c To maintain accurate financial records of all transactions for the club
- 5d To actively seek users to expand the usage of the premises, particularly in the daytime and some weekends.
- 5e To coordinate with the webmaster to advertise events
- 5f To maintain regular email communications with all members