



CLUB ADMINISTRATOR

About the Club

Founded in 1894, County Wicklow LTC currently has over 700 members aged from 4 to 80+ playing social and competitive tennis all year round with a large portion of its membership, adults and juniors alike, involved in coaching programmes. The Club has 6 outdoor courts, 2 mini courts, a practice wall, a modern Clubhouse with licenced bar and function rooms. Located in the seaside village of Bray in Co Wicklow, the Club offers beautiful surroundings and an opportunity to work in a friendly community-based club in a growing area, conveniently located within commuting distance of Dublin.

The Opportunity

Following exceptional growth County Wicklow Lawn Tennis Club is looking to hire a part-time Club Admin (12 hours a week) on a 12 month fixed term contract to manage and oversee the Club's administration. The candidate should ideally be a good communicator, organised and proactive with a flexible can-do attitude.

In this new role, you will liaise monthly with the Club management committee and contracted coaches to help deliver a first-class service to our members. A level of flexibility is required for the role and some evening work may be required from time to time.

Key responsibilities

- Oversee management of Club IT systems such as the membership database (Smart Club), Club email account, website, court booking system, tournament software
- Process all membership applications and annual renewals
- Act as the key point of contact with key external stakeholders such as Tennis Ireland, DLTC, Leinster Tennis, various service providers etc.
- Support Junior & Senior Tennis Committees with the administration of tennis events including Club run events and DLTC and Leinster leagues
- Ensure ongoing compliance with child protection, GDPR requirements, health and safety
- Place and track orders for bar and clubhouse facilities
- Manage clubhouse and room hire
- Report to and attend Executive Committee meetings as required

Key requirements

- Proven track record of working in an administrative /support capacity
- Excellent, interpersonal and communication skills
- A high level of organisational skills
- Competency with use of technology, MS office (incl word, outlook, excel etc), use of social media, website. Working knowledge of use of Tennis Tournament Planner would be a distinct advantage
- Excellent and confident communicator with good written and verbal skills

Key attributes

- Customer-service focused, personable and professional
- Organised and proactive with excellent prioritisation abilities
- Flexible with can-do attitude

Please forward CV and cover letter to info@cowicklowltc.com. Closing date for applications is September 9, 2022