

Club Operations Manager

Maternity Cover

Vacancy at Southampton Gymnastics Club

Hours of Work	35 hours: Monday to Friday	Salary Range:	Available on application
Application by	Monday 23 rd October 2017	Start Date:	November 2017

Southampton Gymnastics Club offers an inclusive, encouraging environment for children and adults to enjoy the sport of Gymnastics. Four decades of experience have witnessed the club's repeated success upon the Regional, National and International gymnastics scene. The club offers multiple disciplines of gymnastics including; Tumbling, Acrobatics, Rhythmic, Freestyle, Recreational, Disability Gymnastics and Adult gym. The club's dedicated gymnastics facility is located at the Southampton Gymnastics Centre in the grounds of Redbridge Community School.

What we are looking for:

We are looking for an enthusiastic, professional and experienced person to provide daily oversight of club operations to ensure smooth delivery of all gymnastic classes, events and office administration. We are looking for someone to line manage and support the Head Coaches for delivery of gymnastic classes. This person needs to be able to correspond with the team of coaches, staff members and the Management Committee, to develop and implement a strategic plan for the growth and development of the club.

The Role

The main responsibilities of the role are:

- Support Head Coaches in the delivery of Gymnastic classes
- Line Management of Head Coaches
- Organisation management of Club Office
- Event Management
- Recruitment & oversight of Apprenticeship programme
- Facilities hire
- Club Growth, Development and Strategic Planning in line with the clubs long term plan
- Customer Service – managing club queries
- Advertising and Marketing of the Club

The Person

The ideal individual will have/be able to demonstrate:

- Experience of club management
- Line Management experience
- Have a knowledge of gymnastics
- Excellent communication skills and a good understanding of administration. Relevant knowledge of computer programs is essential.

For more details on the role, please contact Rachael Wilton – contact details below.

To apply for this position please email your CV along with a cover letter to Rachael Wilton - Club Operations Manager, Southampton Gymnastics Club, Cuckmere Lane, Southampton, SO16 9AR.

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