

Club Administrator – Job Description

The role is to carry out administration for a busy office as required. Duties to include, but not be limited to, the following:

1. Be responsible for the main contact e-mail address and office phone number, answering any enquiries from or forwarding as required to other Staff or Committee
2. Issue e-mails to the membership as required, or at the request of the Committee
3. Be familiar with the Club Constitution. Compile and issue the AGM (Annual General Meeting) notice to members per the constitution ensuring all motions, committee nominations are submitted in time.
4. Work with the Membership Administrator to ensure all correspondence is issued to the members ahead of the annual subscription renewal.
5. Be available and engage with all members on any level of discussion relating to club operation, building relationships and trust.
6. Liaise with Golf Pro and issue paperwork/invoice for Corporate Membership packages.
7. Issue staff employment contracts as required and maintain staff handbook and privacy notice, ensuring payroll information is passed on to accounts department.
8. Be familiar with GDPR, update club privacy statement as required
9. Assist Management Committee in all aspects of running the club
10. Assist the Clubhouse staff with admin requirements
11. Assist the various sections within the Club with admin requirements
12. Maintain stocks of stationery, membership cards and scorecards etc. Arrange sponsorship to help cover the cost
13. Monitor and renew utility/service contracts
14. Work with committee to renew and comply with the Club/Member insurance policies.
15. Child Protection Officer. Apply for Disclosures volunteer coaches and ensure all child protection policies are up to date.
16. Ensure all equipment is working efficiently: network/computers/phones
17. Arrange annual services as required for alarm, fire extinguishers etc.
18. Liaise with all Match and Handicap sections and assist in creating an annual golfing calendar.
19. Select what charities/fundraisers to support and issue 4ball vouchers accordingly.
20. Attend monthly management meetings and supply report
21. Keep notices, H&S info up to date.
22. Work with the accounts department to ensure all administration budgets are aligned with expenditure
23. Work with Marketing & Communications Advisor to maintain the website and ensure it's up to date.
24. Ensure all software packages used by Club are up to date.