



Job Role: Club Administrator

Location: BLTC, with hybrid work-from-home options

Salary: £22,500 per annum (experience-dependent)

Join the thriving Blackheath Lawn Tennis Club (BLTC), established in 1885 and nestled in the Royal Borough of Greenwich, Southeast London. As an integral part of the broader Blackheath Sports Club, which encompasses tennis, cricket, squash, and rugby, BLTC offers premier tennis facilities, expert coaching, and vibrant social activities to its esteemed members. Managed by a dedicated committee chosen annually by members during the AGM, BLTC now seeks a proficient Club Administrator to contribute to its smooth operation.

Position:

We are seeking a capable **Club Administrator** to provide exemplary administrative support, ensuring the seamless functioning of the club.

Key Skills:

- Minimum 2 years' experience in a similar administrative role.
- Ability to thrive under pressure and manage multiple tasks.
- Excellent written and verbal communication skills.
- Proficiency in computer applications such as Excel, Word, and Outlook.
- Strong organisational skills, including the ability to manage one's workload and schedule.
- Familiarity with membership-based sports clubs and knowledge of tennis.

Responsibilities:

- Maintain the club's membership system, including processing new member applications and annual subscription renewals, and assist in financial transactions related to membership under the guidance of the Club Treasurer.
- To be present at the club during designated days/hours to welcome potential and new members.
- Respond promptly and professionally to enquiries from existing and prospective members.
- Coordinate the distribution of all member correspondence via the club's management system as directed by the Committee.

- Assist the Chair and the broader Committee in the day-to-day operations of the club, collaborating closely with the Club Treasurer on financial tasks. Additional duties may include website updates, administrative support for club tournaments and internal leagues, and coordination of advertising, marketing, and sponsorship initiatives.
- Complete the annual Risk Assessment and LTA registration, ensuring coaches under the Head Coach's guidance maintain up-to-date qualifications.
- Ensure all membership and financial data is securely stored and compliant with GDPR regulations.

Reporting to:

BLTC Committee.

Employment Status:

Initial 6-month contract with potential for permanent position. Includes 10 days' holiday plus bank holidays, flexible working hours, and a one-month probationary period.

Hours:

Variable commitment based on tasks and seasonality, averaging 25-30 hours per week.

Contact Us:

To apply, please email your CV and a cover letter outlining your suitability for the role to Diana Gaines:

chair@blackheathlawntennisclub.org

Closing Date for Applications:

Friday, 14th June 2024.

**Blackheath Lawn Tennis Club**

www.blackheathlawntennisclub.org.uk

Main Entrance (opposite Wyndcliffe Road): Rectory Field, Charlton Road, Blackheath, London SE7 7EY
Postal Address: Charlton Road, Blackheath, London SE3 8SR