



Monkstown Lawn Tennis Club

St. John's Park, Upper Mounttown, Monkstown, Co. Dublin. A96TY49

CLUB ADMINISTRATOR, MONKSTOWN LAWN TENNIS CLUB

THE CLUB

Monkstown LTC is primarily a family club that caters for all standards of tennis from Beginner to Class 1 in the Dublin Lawn Tennis Council leagues, as well as hosting an array of social tennis functions organised throughout the year. With over 1,000 members, the club prides itself on being open, friendly and inclusive. The club has excellent facilities comprising 6 courts and a clubhouse, set in magnificent gardens.

The club is governed by an executive committee, which is elected annually by the members.

THE ROLE

Reporting to the President of Monkstown LTC, the successful candidate who will be appointed on a job-sharing basis, will have responsibility for the smooth day-to-day running of the club. As the eyes and ears of the club, the Administrator will provide administrative support to the membership and the Executive Committee and will deal with any issues that arise.

The duties include, but are not limited to:

Administration

- Enrol members on relevant systems – access control, court booking, DLTC database.
- Maintain accurate filing system for all club documents, hardcopy and digital.
- Manage enrolment for coaching programmes including payments.
- Ensure compliance with all regulations eg. GDPR, Data Protection, Child Protection.
- Support the IT administrator with day-to-day finances and maintain accurate records

Communication/logistics

- Work closely and ensure good communication with the members of the Executive Committee to ensure the smooth running of the club.
- Inform members of club events through email/text/website.
- Ensure social media accounts are kept active and up to date.
- Monitor condition and cleaning of clubhouse and ensure repairs are reported and seen to in a timely manner
- Monitor and log scheduled maintenance activities, such as cleaning, boiler maintenance, court maintenance, defibrillator, etc.

Health and Safety

- Support, co-ordinate and participate in training of staff and coaches as required including manual handling, First Aid, Child Safety Protection and any other training as required.
- Ensure maintenance records, fire safety equipment and other club safety measures are in place

THE PERSON

Essential skills and experience include the following:

- Previous experience in office administration or a similar role is essential. A knowledge of sports administration, familiarity with DLTC, Tennis Ireland and other sporting/regulatory bodies would be desirable.
- In-depth proficiency of MS Office, including Excel and Word is essential. (ECDL certificate would be advantageous).
- Knowledge of an accounting package eg: Sage.
- Proficiency in utilising social media, mailing systems and website management.
- Strong knowledge of Health and Safety within a club environment.
- Strong knowledge of GDPR regulations and child protection measures.
- Experience of utilising easy payments or a similar payments system is desirable.
- Applicants should have the ability to learn new tools and systems quickly and have excellent verbal and written communication skills. A proven track record of working with a small team is also essential together with strong organisational ability and attention to detail.

ADDITIONAL REQUIREMENTS

- The successful candidate will be required to successfully undertake a garda/police vetting process.

TERMS OF EMPLOYMENT

- This a job-sharing opportunity, and the hours of work will be 20 hours per week (work schedule to be determined)
- The appointment will be made on a fixed term contract basis of 10 months' duration.
- Details of remuneration will be advised. Holiday entitlement is 20 days per annum.
- Flexibility is required with the successful candidate required to work outside of office hours as necessary.
- A 6-month probation period will apply.

APPLICATION PROCESS

Letter of application and CV should be sent by email to the Honorary Secretary at honsec@monkstownltd.com no later than 5pm on Friday 25th March. Please reference MLTC Club Administrator Vacancy in the subject line.

Interview dates will be confirmed in due course. A test may apply at interview stage to assess Microsoft proficiency.