

## **The Brentham Club – Events and Business Manager (pro rata £15,500 3 days flexible)**

The Brentham Club is looking for an energetic, enthusiastic and conscientious individual to oversee its marketing, wedding venue offer, membership and programme of events. We are looking for a forward-thinking person who delivers standards of excellence during a day-to-day operation of business, utilising various revenue streams and creative influences.

It is a new and varied role which will involve working closely with Sports Section Heads, Management Committee, staff and volunteers.

### **Overall Purpose of the job:**

- a) Promoting and presenting the ethos and image of the club in a favourable and welcoming-light to the local community, members and visitors
- b) Initiating and working through events and other income generating activities
- c) Leading the day to day marketing and communication of the club efficiently and effectively
- d) Providing courteous, efficient and knowledgeable service at all times.

**Reports to:** Management committee (MC)

**Hours:** Part time, 20 hours per week (hours can be flexible by prior agreement)

### **Membership**

- Communicate to all potential and existing members to improve their experience of the club
- Oversee and/or initiate a new membership database and system for the benefit of the club and provide reports as required
- Initiate, create and run events for existing and potential new members

### **Management of the Club**

- Ensure that all clients, guests and members are acknowledged in a friendly and polite manner
- Keep the rota with staffing and events up to date in conjunction with the logistics manager
- Raise customer invoices/contracts in respect of all external hire, lettings and functions between the Club and clients.
- Reconcile payment of all customer invoices
- Supervise and work with Wedding venue events as they happen

### **Marketing**

- Develop and nurture links with community and educational groups
- Update the Website on a regular basis with the administrator
- Expand and develop the Wedding Venue offer
- Build on the existing evening programmes of entertainment/functions/events
- Keep club and community notice boards up to date
- Post club news and events on Social Media
- Seek business opportunities and sponsorship in conjunction with the MC

What we are also looking for:

- A 'can do' attitude
- Working flexibly and that includes weekends and evenings
- Sound understanding of both digital and offline marketing
- Resilient and persistent character able to integrate into the local community
- A natural leader with a passion to inspire and develop others
- An excellent understanding of current trends and creative initiatives to exploit them to drive membership
- Ensure club policies are always adhered to
- Monthly reports to the MC on progress

Benefits:

- Flexible working hours
- On-site parking
- Discounted/free food

The closing date for applications is Monday 2 March. If you have not been invited to interview by 9 March then your application will not have been successful.

Apply online at: [www.indeed.co.uk](http://www.indeed.co.uk)