



## **BHYC CLUB MANAGER / SECRETARY**

**BRADING HAVEN YACHT CLUB** is a vibrant and family friendly Sailing Club on the water's edge in Bembridge Harbour on the Isle of Wight. We are Royal Yachting Association accredited and have over one thousand Members, who enjoy all year-round waterborne activities and social events.

We are looking to recruit a talented Club Manager/Secretary on a full-time, permanent basis with some flexi-time arranged to include some weekend days and evenings. Competitive salary for the right applicant.

Summary of principal duties and responsibilities:

- ) You will be managing the day-to-day running of the Club and a small team of staff, and contractors, and external suppliers and relevant authorities
- ) Working with and supporting the Commodore, Management Committee, sub-committees, and Trustees
- ) Assisting new Members with their membership applications, and existing Members with their renewals, and day to day queries.
- ) Establishing and developing relationships with local businesses and organisations
- ) Providing monthly reports to the Management Committee as required
- ) Ensuring the safety and security of Club premises

The successful candidate will have:

- ) Excellent communication skills, both written and verbal
- ) Prior staff management experience
- ) Broad IT skills
- ) Strong operational skills; able to manage a range of competing demands
- ) The ability to work under pressure and to deadlines
- ) Strong problem solving and solution focused skills

Knowledge of accounting packages e.g. QuickBooks would be an advantage, as would a knowledge of sailing.

You will be:

- ) Personable and comfortable in varied company
- ) Responsive, flexible, and positive with a "can do" attitude
- ) An enthusiastic self-starter, able to inspire others
- ) Able to think laterally when required
- ) Team driven
- ) Customer care focused
- ) A good listener, honest and open

If this is you, please email your CV with a covering letter to [onshore@bhyc.org.uk](mailto:onshore@bhyc.org.uk). Closing date for applications is Friday 12 November 2021.