



## **VACANCY: BRYANSTON SPORTS CLUB - CLUB MANAGER**

**Bryanston Sports Club (“the club”) is looking for the ideal candidate to fill the role of Club Manager.**

### **Key requirements:**

- Manage BSC facilities (tennis, squash, bowls, gardens, infrastructure) to the standards required.
- Responsible for managing staff (x12) as well as a soon-to-be-appointed maintenance manager, who will also report to him/her.
- Plan and execute all members’ and visitors’ events: BSC has 2 x halls, each able to accommodate events of up to 100 people.
- Work closely with the management committee and Food/Bev Manager, and be able to assume the duties of Food/Bev manager when required.
- Assist with marketing (social media, traditional) to recruit and retain members.

### **Specific duties:**

- Manage all aspects of the club on a day-to-day basis.
- Approve budgets and monitor internal cost and procurement control procedures.
- Prepare staff schedules, including leave and overtime allocations.
- Be able to resolve or facilitate the resolution (with management) of staff queries, concerns or issues.
- Act as an operational link between the various sports and social codes.
- Manage the housekeeping and maintenance of all club facilities.
- Manage all stocks and ensure timeous replenishment for day-to-day consumption as well as and special events.
- Manage governance, safety and emergency processes, equipment and programmes.
- Identify and co-ordinate relevant training programmes for personnel.
- Engage frequently with members, to help enhance members’ and visitors’ experience of the club and its facilities. This includes the resolution of any queries, complaints or suggestions.
- Identify opportunities to continuously improve the club’s offerings.
- Continually seek to improve service provider levels and procurement offerings.
- Help identify opportunities to broaden the club’s relevance / value to the broader community.

### **Skills:**

- Excellent planning and organisational skills
- Good communicator, with strong interpersonal skills
- Computer literate
- Positive and energetic, with a can-do attitude – solutions-focused

**Advantageous knowledge, skills and experience:**

- At least five years of experience in a similar environment
- A management diploma in a hospitality or service industry discipline.

**Remuneration:**

The remuneration package will be competitive, incentive-based and include benefits commensurate with the successful candidate's capability and level of responsibility.

**To apply:**

Interested applicants should send a CV to [warren@catchword.co.za](mailto:warren@catchword.co.za) before the 18<sup>th</sup> January 2022. This CV should include a summary from the applicant on how they believe they can add value to the club and why they 'stand out from the rest'.