

ROYAL THAMES YACHT CLUB



Head of Membership Services

c. £33,000 + benefits

London

The Royal Thames Yacht Club is seeking to appoint a Head of Membership Services to work in a multi-function secretariat. Supporting the Club Secretary and managing a team of two assistants, the role is primarily to deliver effective membership administration and the organisation of events and activities. This is an interesting and demanding job focused on membership contact and the planning and coordination of functions in an active London club and a leading yacht club, the oldest in the world. It requires a mature, confident and disciplined individual who can keep a cool head in a busy and demanding environment

Candidates will demonstrate the experience and personal qualities necessary to succeed in this important role. As a minimum the successful candidate will have strong organisational and management skills, the ability to keep meticulous records and liaise easily with Club members of all ages, and be prepared to undertake all manner of non-core tasks in support of wider secretariat responsibilities. Some evening work is required, normally at the Knightsbridge Clubhouse.

Please send or email your c.v. with covering letter to:

Captain David Freeman LVO Royal Navy, Secretary, Royal Thames Yacht Club, 60 Knightsbridge, London SW1X 7LF.

Email: secretary@royalthames.com

Closing date: 23 August 2010