



Employment Vacancy

Name of Club:-

ALC Ref No:-

Job title:-

Full/part time:-

Location:-

Duration:-

Brief Job Description:-

PURPOSE.

Administration of the Club membership system and running the day-to-day office administration.

RESPONSIBLE TO:- Club Secretary.

MAIN RESPONSIBILITIES.

- All administrative aspects of Club Membership with overall responsibility for the fully up-to-date maintenance of the membership database and collection of subscriptions, election of members and posting of debtors and other associated tasks undertaken through the General Office, in accordance with the Club's Articles of Association, Bye-laws and policies of the Club's Committees.
- Answering written, telephone and personal enquiries on Membership.
- To act as the Secretary of the Membership Subcommittee (MSC) and attend the MSC monthly meeting- first Thursday each month 1800 -1900. To produce the MSC Minutes.
- To be responsible for the office administration and for the office filing system. To produce Club letters as required.
- To upload documents to the Club website as required.
- Overall responsibility for ordering the office stationery and printing which includes the ordering, keeping stock.
- To act as cover for the receptionists.
- Attending the weekly Management Meeting.

Hours/week:-

Wage/Salary:-

- To contribute as far as possible to a safe working environment.
- Maintain safety of property and adherence to Health and Safety legislation.
- Ensure adequate knowledge of all emergency procedures.
- Undertake other tasks as may arise from time to time.

Contact Name:- Paul Marshall

Telephone No. 020 7589 9483

Email:- secretary@sfclub.org

Office Use only

Office Use Only

Date posted:- 04/02/12

Expiry Date:- 04/05/12

When complete please post or email this form to the ALC Secretary.

This vacancy will expire automatically after 3 months unless specifically extended by the nominating club. It is requested that the ALC Secretary be notified as soon as vacancies have been filled so that the notice can be withdrawn.