

## STAR DIVING CLUB

<b>Job title</b>	<i>Star Diving Club Administrator</i>
<b>Reports to</b>	<i>Chair of the Club Committee</i>
<b>Application Deadline</b>	<i>14<sup>th</sup> February 2025</i>

### Job summary

We are seeking a highly motivated and organised individual to join our team as Club Administrator. This role is crucial to the smooth running of our club, providing essential administrative support and ensuring the efficient delivery of our diving programmes. The working hours will vary across the year, reaching a peak at the end of each term. Our admin role will be supported by club committee and coaches in some of their required tasks.

### Key responsibilities

- **Communication & Support:**
  - Act as the primary point of contact for all administrative enquiries from divers, parents, coaches, and committee members.
  - Provide excellent customer service and maintain professional communication.
  - Assist with the production of club newsletters, communications, and marketing materials (if applicable).
- **Membership & Administration:**
  - Manage membership renewals, including issuing invoices and communicating with members.
  - Maintain accurate member records and update the club database.
  - Coordinate staff qualifications, including course bookings and bursary applications.
  - Assist with the club's SwimMark accreditation and other certifications.
- **Operations & Logistics:**
  - Book and manage pool and dry-land training facilities.
  - Plan and coordinate club events, including competitions, team trips, and fundraising activities.
  - Develop and maintain the club's online timetable using CoursePro.
  - Coordinate travel arrangements for competitions (if applicable).
- **Financial Management:**
  - Manage all club finances, including accounts payable and receivable.
  - Prepare and reconcile bank statements.
  - Process membership fees and ensure timely payment.
  - Maintain accurate financial records using QuickBooks.
  - Assist the Treasurer with the preparation of annual budgets and financial reports.
- **Other Duties:**
  - Attend committee meetings and participate in club events as needed.
  - Assist with the preparation and distribution of certificates, badges, and reports.
  - Contribute to the overall success and development of the club.
  - Responsibility for several boxes of club documentation.

### Skill & experience (knowledge of diving is NOT necessary to succeed in this role)

- Excellent organisational and time management skills with the ability to prioritise tasks effectively.
- Strong communication and interpersonal skills, both written and verbal.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Experience with QuickBooks or other accounting software is preferred.
- Experience working in a sports or recreation environment is a plus.
- Knowledge of email marketing and social media platforms is beneficial.

## Benefits

- Competitive salary of £13,645 per annum.
- Average of 16 hours per week, offering flexibility and work-life balance.
- 20 days annual leave plus bank holidays.
- Remote work environment with the opportunity to work from home.
- Laptop provided by the club.
- Opportunity to contribute to a thriving and rewarding community organisation.

## To apply

Please submit your resume and cover letter to: [Stuart@Stardiving.org](mailto:Stuart@Stardiving.org)

## Equal Opportunity Employer

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.