

## **Tennis Club Administrator role**

### **Introduction about Lansdowne LTC**

Lansdowne Lawn Tennis Club (LLTC) is Ireland's oldest tennis club, founded in the 1875 and boasts a brand new clubhouse facility which opened in November 2016. We are a members' club catering for all levels of tennis, ranging from Class 1 through to Class 7/Non-League players to those who have yet to hold a tennis racket. We have 11 tennis courts suitable for year-round weather conditions. Our club is very active with a large array of social tennis functions organised throughout the year open to all levels. We also hold Club Championships for both junior and senior members and we are a member of Dublin Lawn Tennis Council (DLTC) participating competitively in the inter-club Winter League, Summer League, Mixed League, Senior League and Floodlight League competitions. We are governed by a Committee which meets on a monthly basis.

### **Membership**

- Maintain the Database of members' details and update for new members;
- In December: invoice all current members online for their annual subscription from Jan 1<sup>st</sup> and follow up on payments/send out reminder letters;
- meet, list and contact potential new members;
- bring list of new members to committee and if approved list new members on notice board and write to all new members confirming their acceptance and making them aware of all activities in the club;
- Create & issue membership cards for all new members and upload bar levy data on weekly basis on bar terminal;
- Lodge cheques and cash in bank on a weekly basis and check online banking daily for subscriptions online.

### **Accounts**

- Responsibility for payment and renewal of all services supplied to the club: e.g insurance; Sky TV, bar licence renewal, telephones, gas, cleaning services, fire extinguishers, alarm system (monitoring), garden maintenance, electrical repairs for pavilion and courts, rates (pavilion, water charges and bin charges), music rights (IMRO), advertisement boards (collection of rents), payment of capitation fees for club members/courts/tournaments, payment of entry fees for all DLTC Leagues and Open Tournaments, other accounts as are deemed necessary for the Club and negotiate best deal from all suppliers;
- Lodging all Club funds: Office and Bar monies, ensuring sufficient bar float in till;
- Maintaining the club accounts and preparing budgets – Quickbooks/Excel:
- Inputting invoices/DD/SO on monthly basis;
- Reconciling the bank statements monthly; and
- Preparing all end of year accounts for D.F. Byrne (Accountants) and liaising with Treasurer and Subscriptions' Treasurer as required during the year.

### **Club Staff**

- Update staff salaries/bonuses on instruction from the President/Treasurer;
- Distribute payslips to all staff as required;
- Assist the Bar Manager in accepting deliveries as required.

### **Repairs/Maintenance**

- Organise ongoing repairs and decoration to the Pavilion (employing plumbers/carpenters/ electricians etc);
- Organise the annual inscribing of the President and Captains' Wooden Boards;
- Maintain flower beds and baskets throughout the year.

### **Tournaments Leinster Junior Open/East of Ireland/Club Championships**

- Look after all the trophies in the club, including yearly engraving;
- Help with presentation table on finals day; and
- Assist with running the tournament as required.

### **Monthly Meetings**

- Organise monthly committee meetings, EGM/AGM;
- Take minutes at these meetings.

### **Other**

- Carry out any other reasonable duties assigned by their Line Manager.

### **Place of Work**

The normal place of work shall be at Lansdowne LTC, Londonbridge Road, Dublin 4

### **Hours of Work**

10am – 2pm two days a week. However, given the nature of the Tennis Administrator role there may be occasions where work will occur in evenings/weekends (Main Committee Meetings and presentation of the East of Ireland and Junior Open Tournaments).

### **Remuneration**

The Remuneration for the position will be €6,000 (gross) per annum, such salary to be paid monthly in arrears by standing order into your bank account. There is the potential for additional pay when covering for annual leave of Tennis Club Manager.

### **Holidays**

8 half days holidays per calendar year, (exclusive of all bank and other public holidays), to be taken at such time or times as the Club shall consider to be most convenient.

### **Candidate Requirements:**

- Experience in preparing and reading accounts;
- Experience with Club Management/dealing with Sports Committees;
- IT skills: excellent working knowledge of Microsoft Excel and proficient in QuickBooks would be ideal;
- Experience in working as a team in a team environment;
- Good Interpersonal skills;
- Interest in tennis is preferable;

**Interested parties should submit their CV and a Cover letter to [info@lansdowneltc.com](mailto:info@lansdowneltc.com) for the attention of the President by close of business Friday 19<sup>th</sup> January 2018.**