



## CLUB MANAGER

Howth Yacht Club, one of Ireland's premier yacht clubs, wishes to recruit a Club Manager.

Howth Yacht Club (HYC) has over 1,600 members and an annual turnover of €2.2m. It operates from its award-winning building overlooking Howth Harbour that houses office, bar, dining, and changing facilities. Apart from the Clubhouse, HYC has a 250-berth marina, two cranes and a boat storage area. In addition, its moorings in the harbour are serviced by launch.

The Club employs up to 31 staff during the summer and is the largest employer in Howth village. HYC provides an annual programme of club racing on a year-round basis as well as hosting a full calendar of International, National and Regional competitive events. It operates a fleet of two large committee boats, 9 RIBs, 5 J80 Sports boats, a J24 and a variety of sailing dinghies that are available for members and training.

The Club is also growing its commercial activities afloat using its QUEST sail and power boat training operation while ashore it hosts a wide range of functions each year, including conferences, weddings, parties and the like.

Details of the Club Manager position are as follows:

The Club Manager, reporting to the Commodore, will be responsible for implementing decisions as directed by the Commodore and General Committee, the overall operation of the Club, ensuring compliance with all legislation, overseeing services provided and ensuring customer service is to the standard that positively reflects on the Club.

The successful candidate must be customer service orientated, have an appropriate third level qualification or suitable experience in Finance, Engineering or a Marine related activity, a proven track record in management, good interpersonal and social skills coupled with a practical and pragmatic approach to problem solving. A genuine interest in marine activities and conservation is desirable.

If you believe that you have these attributes and would enjoy using your skills and expertise in one of the busiest sailing clubs in Ireland, please submit your application by 20 March 2020, in writing or email, with your CV to:

- The Commodore, Howth Yacht Club, Middle Pier, Howth, Co Dublin, Ireland.  
D13E6V3 [commodore@hyc.ie](mailto:commodore@hyc.ie)



## **Club Manager Job Description**

### **Role:**

The Club Manager shall be responsible for the day to day operation and organisation of the Club. In discharging this responsibility, the Club Manager shall:

- Create a positive climate and ambiance within the Club for Members and visitors. Be responsible for fostering good morale among the staff in the performance of their duties.
- Ensure staff members are suitably trained so that they can perform a range of duties within their area of operation in the Club.
- Ensure all Club Policies are implemented.
- Identify improvements in or develop new policies which will improve the operation of the Club and provide the appropriate protection to the Club, Staff, Members and visitors.

### **Reporting to:**

The Club Manager will report to the Commodore and will be responsible for implementing decisions as directed by the Commodore and the General Committee.

### **Principle Responsibilities:**

- Overseeing the overall operation of the Club and ensuring that all services and customer service is provided to the standard required by the Club.
- To provide management support to all departmental supervisory management, ensuring that they deliver their departmental services to a standard that reflects positively on the Club.
- Assist in building the budget and developing the Annual Business Plan.

- To assist all departments in setting and achieving financial and performance targets, as may be set by the General Committee and monitor on an ongoing basis.
- Responsible for the overall maintenance of the Clubhouse, Marina and Grounds.
- To liaise with, negotiate and oversee the delivery of services by third parties.
- To ensure all staff are adequately trained and appropriately qualified in their areas of activity.
- Ensure continuity of teams, including appropriate staffing levels, recruitment, training, support and development of all individuals.
- Maintain a safe, healthy and environmentally responsible work environment, where concerns and corrective actions are implemented.
- Assist in the development of the business of the Club including identifying opportunities for enhancing existing services and introducing new services.
- Responsible for staff discipline and ensuring that the Club is in full compliance with all statutory obligations.
- To provide the Commodore and General Committee with all reports required in a timely fashion.
- To provide support to Club sub-committees as may be required
- To carry out other duties, that may or may not be within current duties, as may be assigned by the Club.



## **Howth Yacht Club Job Specification**

**Job Title:** Club Manager

### **Summary:**

The Club Manager will report to the Commodore and will be responsible for implementing Club Policies and Committee decisions.

### **Key responsibilities: -**

- Staff Recruitment and Management
- Supervising Marine and Sailing Activities
- Supervising Hospitality Services
- Supervising Office Management and Administration
- Supervising Marketing and Promotions
- Financial Management
- Contract Management
- Regulatory Compliance
- Implementing Facilities Management
- Reporting Functions

### **Key Selection Criteria**

### **Qualifications:**

- A third level qualification or equivalent experience in Finance, Engineering or a Marine related activity.

**Personal Qualities:**

- Strong interpersonal and social skills, with a good out-going personality and the ability to relate to Club members in all age groups
- A practical and pragmatic approach to problem solving
- A genuine interest in marine activities and conservation
- A drive to succeed
- Good integrity
- Good personal energy
- A Team Leader
- The ability to positively interact with people
- Ability to inspire others to have confidence in him/her

**Business Experience:**

A background in one or a number of management positions, with a proven record of achievement in the following areas:

- Business Management
- People Management
- Financial Results
- Customer Services
- Regulatory Compliance
- Business experience in a service-based industry, ideally within a marine environment
- Understanding of IT management systems
- Have good project management experience

## Competencies:

- The ability to understand, accept and promote the ethos of the Howth Yacht Club
- Good interpersonal skills
- Good organisational ability
- Good customer services skills
- Strong leadership qualities
- Strong management ethos
- The ability to prioritise
- Good financial management ability
- A good analytical approach to problem solving
- The ability to inspire confidence in dealing with all services and Club issues
- The ability to interact effectively between the Committee, the Members and the Staff
- The ability to deal with the structural or building issues of the Club premises
- Good written and oral communication skills
- Good influencing and negotiating skills