



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.

Howth Yacht Club CLG, Middle Pier, Howth Harbour, Howth, Dublin, D13 E6V3, Ireland

Office Tel: +353 (0) 1 8322141 Marina Tel: +353 (0) 1 8392777 Email: office@hyc.ie Website: hyc.ie

Howth Yacht Club Company Limited by Guarantee – Registered No. 81187

- 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.
- The ability to work weekends and outside office hours from time to time is a requirement.

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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

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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

END

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