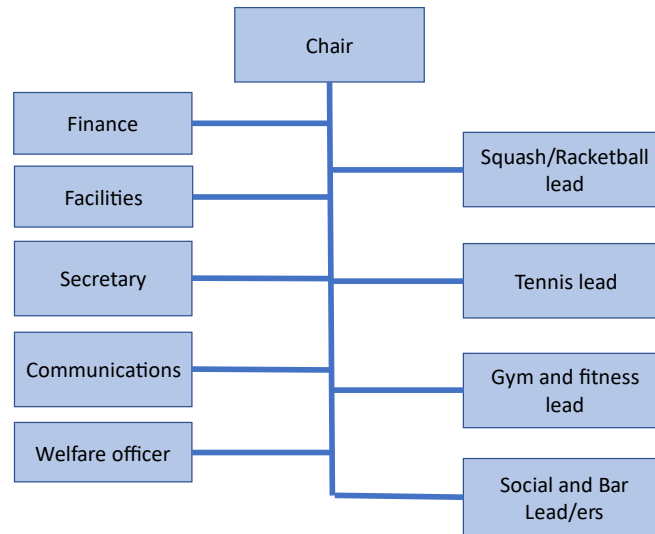


## Council Structure



### CHAIRPERSON

#### RESPONSIBILITIES:

- Responsible for building an effective club management team with adequate succession planning.
- Organise and chair meetings to ensure effective running of the club.
- Ensure considered decision making to further club interests and strategy.
- Manage potential conflicts and address.
- Advance the club and its interests externally with the local community and relevant organisations.
- Build trusting working interfaces and relationships across the club community.

#### Qualifications and Skills:

- Good understanding of the club, its constitution and community.
- Proven communication and collaboration skills.
- A forward thinking and positive attitude (change management experience helpful).

#### Work Environment:

Duffield Squash and Tennis Club is a friendly community amateur sports club (CASC) run largely by members. Primary activities are tennis, squash, racketball, pickleball and gym. Good facilities and playing environment are key to our value proposition.

We aim to evolve the club and strengthen its value proposition to the local community and improve its forward financial position.

## **FINANCE LEAD**

### **RESPONSIBILITIES:**

- Lead and drive the Club's financial planning and management.
- Develop and communicate quarterly and annual financial reports and projections.
- Evaluate capital investment projects.
- Analyse and address revenue streams, price leaks and introduce cost efficiencies.
- Implement improved and more streamlined accounting and payment methods.
- Guidance and supervision of book-keeping staff for accounts payable.
- Monitoring of membership and attendance (key revenue streams)
- Develop a 3–5-year plan to grow revenue and bottom line with the Club Council.
- Primary signatory for bank accounts in the name of the club.

### **Qualifications and Skills:**

- Background and experience in finance and accountancy
- Change and business development experience.
- Proven communication and collaboration skills.
- Passion to develop and improve the Club offering whilst ensuring financial probity.

### **Work Environment:**

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**Footnote:** This role does not include book-keeping which is a separate role in the Club.

## **FACILITIES AND ASSET MANAGER**

### **RESPONSIBILITIES:**

- Day to day leadership and running of the club assets (buildings and grounds).
- Management of cleaning and maintenance staff and volunteers.
- Ensure regulatory compliance via club policies and their implementation.
- Build a team of volunteers to assist with club maintenance and projects.
- Develop a strong network of suppliers to maintain and develop the asset.
- Lead and implement club projects and initiatives pertaining to the asset.
- Collaborate with Development and finance managers. to evaluate new projects.

### **Qualifications and Skills:**

- Background and experience in business and leadership.
- Proven communication and collaboration skills.
- Passion to develop and improve club facilities for agreed club strategies.

### **Work Environment:**

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## **SECRETARY**

### **RESPONSIBILITIES:**

- Principal administrator for the club.
- Preparing and distributing the committee meeting agendas.
- Take minutes of committee meetings and distribute copies.
- Store copies of meeting minutes and encourage/ensure timely follow up on agreed actions.
- Ensure good Governance and required external reporting is carried out.
- Work with chair and Club Council to coordinate and deliver cohesion across agreed club activities.

### **Qualifications and Skills:**

- Background and experience in administration.
- Proven communication and coordination skills.

### **Work Environment:**

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## **COMMUNICATION AND PROMOTION OFFICER**

### **RESPONSIBILITIES:**

- Responsible for developing and implementing a comms plan for the combined club.
- Develop a refreshed brand identity for the club.
- Ensure use of appropriate and evolving media channels.
- Engage, inform and increase awareness of current membership community.
- Engage, inform and increase awareness of local community (non-members).
- Build trusting working interface and relationships with sports and social delivery people.
- Lead a communication group/team of content providers from each club activity.
- Build and deliver a unified website with required legal content and sports representation.
- Monitor communications and report quarterly progress to governance committee.

### **Qualifications and Skills:**

- Background and experience in communication, media and its implementation.
- Proven communication and collaboration skills.

### **Work Environment:**

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## **SPORTS LEAD (Squash/Gym)**

### **RESPONSIBILITIES:**

- Lead and deliver relevant Sport or Fitness Activity at club.
- Develop team or committee for relevant sports delivery (e.g. squash, tennis, pickle).
- Establish development plan for your sport or activity.
- Ensure registration standards and compliance with governing bodies.
- Organise teams, leagues and competitions internally and externally.
- Employ coaches with club council, ensuring clear objectives and guidelines.
- Represent needs and financial requirements to the Club Council.
- Work with club communications lead to deliver content for appropriate media channels.
- Report quarterly to the Club Council.

### **Qualifications and Skills:**

- In-depth knowledge of relevant sport and current club activity and community.
- Good working relationships with existing stakeholders.
- Proven communication and collaboration skills.

### **Work Environment:**

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