

Team Bath Rhythmic Gymnastics Club (TBRG)

Job title:	TBRG Club Administrator
Reports to:	TBRG Chair Person
Pay :	NMLW
Hours:	Starting at 10hrs/wk to be split over at least two (set) days per week. Hours may change due to this being a new role.
Workplace:	From home, laptop provided. Ability to attend meetings as necessary, these will be evenings or on zoom

Outline

TBRG is a not-for-profit community club, coaching gymnasts in Rhythmic Gymnastics, in the Georgian city of Bath. We run our sessions peripatetically, although our main 'home' venue is the prestigious Team Bath Sports Training Village.

Over the past few years, as the club has grown to now 100+ members, it has become evident that to work efficiently and effectively as a community club we need a dedicated administration role. We are aiming to grow and develop the club, to improve upon areas of development and to become one of the best clubs within the local community. The administrator may have the ability to be PAYE, with sick and holiday pay.

TBRG is looking for a professional, experienced and energetic person to work closely with both the coaching team and voluntary committee, to lead the administration of the club.

Key roles will involve:

- * Following the strategic lead and implementing decisions of the TBRG Voluntary Committee and Head Coach
- * Communicating with parents and coaches of the club via newsletters, emails and what's app.
- * Issuing invoices and communicating fee changes and updates
- * Reconciling the fees accounts
- * Leading marketing (including social media) for the club
- * Promoting key events (internally and externally)
- * Monitor BG and University of Bath membership/access lists
- * Setting up new gymnasts and developing a customer journey
- * Other admin tasks as required

We are seeking a hardworking, dedicated individual with a keen eye for detail, who is keen to develop the role and support the growth of the club.

Personal specification:

- * IT literate including social media platforms and Zoom/Teams
- * Previous financial experience maybe advantageous
- * Passionate and enthusiastic about the development of children's sport
- * Ability to work two set 'sessions' in the week and flexibly as required
- * Attend committee meetings and club events, as required, which will be scheduled at evenings and weekends, In Bath or on Teams/Zoom (due to the voluntary nature of the Voluntary Committee)
- * Creative and motivated to find new opportunities, to recruit, retain and develop gymnasts of all ages and abilities.
- * Great communication skills. Ability to communicate with gymnasts, parents, coaches and committee members
- * Professional manner, working as part of a team, whilst also self-motivated to hit deadlines whilst working alone.

Please apply by writing a one page expression of interest, by midday Monday 18th December (with zoom interview WC 18th Dec to start January 2024) to TBRG chair person, Sarah Moon bath.rhythmic.sarahmoon@gmail.com