

## **Surf Life Saving Supporters Club**

**An exciting opportunity exists for a suitably qualified club manager to take the reigns of this great club in an idyllic Queensland location.**

**The club is a multi award winning club and has been at the for front in delivering not only a community place of social interaction but also providing a much needed service to the people of this great coastal town and the tens of thousand of visitors that pass through every year.**

**Does this sound interesting to you ?? Please read on**

The Supporters Club and the Surf Club are both currently trading profitably and with guidance, and effective **hands-on** management, the clubs will continue to grow from this strong profitable base, taking advantage of the unique location. The club is seeking a strong and dedicated manager to build on their reputation and community involvement. Currently the surf club is looking to complete some renovations and upgrades and these will also enhance the supporters club operation. These are due to commence in 2018.

As a suitably qualified Club Manager with excellent administration skills and high level communication skills, both are a definite requirement to run the operations of this Supporters Club. As a customer service driven manager you will know and understand the importance of good staff training, staff management along with a sense of community.

The Supporters Club is run under the full direction and control of the Board of Management who are a progressive and forward thinking team, with the Club's Lifesaving members, and social members best interests at heart with strong interaction between surf club and supporters club committees.

### **Essential Selection Criteria:**

- Minimum of five (5) years at senior management level of Licensed Clubs
- Must be able to read, interpret and analyse club financials including Profit & Loss Statement and Balance Sheet. Using MYOB accounting software
- Knowledge and understanding of Surf Lifesaving operations and requirements
- Strong communication skills and have the ability to work as part of a team, and be a team leader as required.
- Demonstrated skill in development and implementation of club marketing and promotional program
- Strong organisational and time management skills
- Demonstrated experience in gaming management, control and analysis
- Demonstrated experience in beverage management and catering operations
- Experience in "Point of Sale" systems
- Proven experience in Microsoft Office Suite. In particular, "Outlook", "Excel", and "Word" is desired.
- Working knowledge of Workplace Health and Safety Requirements
- Ability to work nights and week-ends is essential

### **Minimum qualifications include:**

- Minimum Requirement Associate Diploma in Hospitality Management
- RMLV (Responsible Management of Licensed Venues)
- Gaming Nominees License QLD (Current)
- Approved Managers License QLD (Current)
- Current RSA QLD (Responsible Service of Alcohol)
- Current RSG QLD (Responsible Service of Gambling)

- Or the ability to gain the above credentials if not already held by applicant within a short time frame

**The successful person will be able to demonstrate the following attributes:**

- Confident in customer/member relations management
- Knowledge and understanding of Surf Lifesaving
- Ability to negotiate with suppliers, customers/members and staff.
- Ability to work autonomously.
- High level of analytical and problem solving skills is desired
- Ability to analyse, perform, and prioritise under pressure.

An attractive salary package will be offered to the successful applicant as a guide level (12manager) F Plus exemption rate of 50%.

A Job Description is available to candidates that are selected for an interview after meeting the essential and minimum criteria . Please send request prior to submitting an application.

**TO APPLY**

Please send a cover letter **addressing the above Essential Selection Criteria and Minimum Qualifications** and current CV to The Supporters Club President at [rbmanager@westnet.com.au](mailto:rbmanager@westnet.com.au)

**Closing Date is Thursday 14<sup>th</sup> December 2017 With Interviews to be scheduled in the week following. This position will be filled and the successful applicant must be ready to start January 2018.**

**Please Note: Only short listed candidates will be contacted.**

We request that no agencies are to contact the advertiser.

**"No Agencies Please"**