

Brighton Table Tennis Club

The Fitzherbert’s Centre

36 Upper Bedford Street

Brighton

BN2 1JP

www.brightontabletennisclub.com

**Administrator Job Description**

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| *Responsible to:* | **The Director and Trustees of Brighton Table Tennis Club** |
| *Objective:* | **To ensure the smooth running of the club through meeting all of its essential administrative needs** |
| *Hours:* | **30 hours a week** |
| *Salary* | **£20000 pro rata** |
| *Essential skills:* | **Excellent communication and people skills**  **Organised self - starter**  **IT – Gmail, Google Calendar, Google Drive (Docs, Sheets), database experience, Word and Excel.**  **Social media** |
| *Preferred skills:* | **An interest in Table Tennis**  **D1 category on Driving Licence**  **First aider** |

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| ***Duties*** |
| General   * Bring a positive and confident first point of contact in the club office and have responsibility for keeping it tidy and operationally efficient. * Working with the facilities team to ensure that the club entrance and social area is welcoming and with attractive displays and notices. * Working with coaches for the smooth running of appointment and session requirements such as invitations, AllStars TT registration, entry forms, travel arrangements/ hotel bookings etc. * Publishing weekly timetables ready for Monday morning and keeping everyone aware of changes. * Help with the co-ordination, compilation, and distribution of the monthly e-newsletter * Have responsibility for running the BTTC office, maintaining filing and keeping it tidy. * Working with coaches on competition entry forms, travel arrangements and hotel bookings. * Responsibility for Upshot – the club’s player database * Deal with new player enquiries. Ensure all new player forms are entered onto Upshot weekly. * Oversite of health & safety at the club. * Liaising with the landlord, St John the Baptist, on all administration including fire alarm testing. * Printing and displaying of weekly timetables on a Monday morning * Setting up and confirming meetings for the Director * Take on data protection duties to ensure the BTTC’s compliance with GDPR * Attending 6 trustee meetings a year and taking minutes.   Monitoring & Evaluation   * Help administer surveys and questionnaires. * Data entry – compile completed surveys into a spreadsheet * Oversight of Upshot and chasing coaches to ensure registers are complete * Liaising with partner organisations to gather necessary data * Collation of case studies, as appropriate   Stock control   * Keeping track of all saleable kit, equipment and office stock. * Maintain spreadsheets and alert the director when more stock needs to be purchased then expediting orders.   Photo Library   * Establishing and maintaining BTTCs photo library   Volunteers   * To support volunteer work in the club and help to ensure volunteers are available when required.   Other   * Meet the Director weekly to catch up on latest developments and review priorities for the following week. * Organising the delivery and collection of equipment for outreach sessions and competitions. * Updating social media as required. * Any other duties or projects as required by the Director. |