

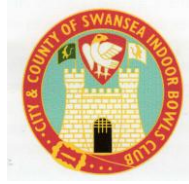
SWANSEA INDOOR BOWLS LTD
BEAUFORT ROAD, PLASMARL, SWANSEA SA6 8AX
TEL : 01792 771728 / sibc@live.co.uk
www.swanseaindoorbowls.co.uk

Job Title: Deputy Manager
Job Type: Part-Time
Hours: 2pm – 6pm Monday to Friday
(September to mid-April)
9.15am – 2.15pm Thursday & Friday
(mid-April to September)
Salary: £11,648 per annum
Start Date: Immediate
Responsible to: Stadium Manager

Swansea Indoor Bowls Club is currently looking to employ an enthusiastic and driven individual to take on the role of Deputy Manager.

The main focus of the position will be to market and promote the Bowls Club by introducing initiatives to attract new members, sponsorship and income from potential and existing sources - whilst also providing full support to the Stadium Manager in terms of the day-to-day running of the facility.

Applicants should have a good grounding in marketing and be well versed in the application and maintenance of various social media platforms. They will be responsible for all aspect of the Club's website and communication resources and as such, will need to have a high level of computer literacy.



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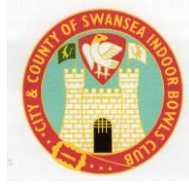
Due to the nature of the business, we are able to offer a rare opportunity for someone looking to help grow our organization whilst enjoying a good work/life balance. However, you should be available to cover for sickness at short notice and, when required, work a full working day/week(s) to cover leave which may be from 9am – 6pm, Monday to Friday (overtime will be payable for hours worked up and above those noted).

MARKETING & PUBLIC RELATIONS – KEY ROLES:

- Raising the Club's profile through new initiatives
- Increasing membership
- Liaising with various partners to improve the Club's income flow and sponsorship streams
- Managing all of the Club's social media platforms
- Being responsible for introducing a monthly members' Newsletter
- Corresponding with existing members to increase take-up of the facilities
- Promoting the Club in general

ADMINISTRATION - KEY ROLES:

- Answering the telephone
- Greeting members coming into the club
- Taking bookings and payments
- Maintaining records
- Opening and securing the building
- Dealing with general admin duties relating to the day-to-day business of a busy indoor bowls club



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Our ideal candidate should have:

- Excellent communication skills (especially in written English)
- A high level of computer literacy
- The ability to work independently and unsupervised
- Experience of using/creating various social media applications
- Exemplary organisational and time management skills
- A methodical approach to their work
- A polite and friendly approach towards all users of the facility
- The ability to speak/write in Welsh would also be looked upon favourably

Full training in terms of running the bowls club will be provided – and if not already in place, you will be required to attend a First Aid Course and undertake a DBS check.

To apply, please send an up-to-date CV – including a covering letter – to sibc@live.co.uk or by post to:

Mrs Caryl Watkin
Stadium Manager
Swansea Indoor Bowls Club
Beaufort Road
Plasmarl
SWANSEA
SA6 8AX