



HAYLING ISLAND SAILING CLUB

## Job Description: Assistant Sailing Coordinator

**About Hayling Island Sailing Club:** Hayling Island Sailing Club (HISC) is a renowned sailing club committed to promoting and facilitating a world class sailing and water sports. We provide a dynamic and supportive environment for sailing enthusiasts and are currently seeking an Assistant Sailing Coordinator to join our dedicated team.

**Position Overview:** As an Assistant Sailing Coordinator, you will play a pivotal role in supporting the daily operations of the Club. The role is based in an IT-intensive office environment, requiring strong PC skills. You will serve as a key point of contact for customers, handling enquiries, reception duties and ensuring a positive member & visitor experience. Collaborating with colleagues is crucial in this role, as you engage in various administrative tasks and contribute to the efficient functioning of the club. HISC is open 7 days a week, this role will see the incumbent perform reception duties on a Monday/Tuesday and provide Assistant Sailing Coordination on other working days.

**Reporting Structure:** The Assistant Sailing Coordinator will report to the Sailing Coordinator and, in turn, to the General Manager

**Location:** Hayling Island Sailing Club

**Remuneration:** £10.00-£11.64 per hour

**Working days:** Friday-Tuesday

**Season:** April 01 – October 01

### Key Responsibilities:

- Assist with administration for the HISC RYA training centre as directed
- Handle registration for training events as required
- Complete reception duties, including taking payments, addressing customer queries, and conveying messages
- Act as the welcoming face of HISC and contribute to a positive member/visitor experience
- Assist the Sailing Coordinator in the administration of racing and training activities
- Produce racing results for all racing events, publish results, make amendments as required
- Assume responsibilities in the absence of the Sailing Coordinator, ensuring the smooth continuation of operations
- Input data and set up events using the Club Management System
- Maintain accurate records and efficiently manage resource allocations within the system as directed
- Assist the Sailing Coordinator in the maintenance of Sail event and DutyMan systems, complete data entry and contact volunteers as required
- Collaborate with the Sailing Coordinator to produce weekend and weekly event schedules for distribution among departments
- Complete event registrations, facilitate briefings, and offer crucial office support to Coaches, Trainers, and Race Officers



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### Qualifications and Skills:

Strong administrative and IT skills.

Excellent communication and customer service skills.

Ability to work collaboratively and effectively within a team.

Attention to detail and a passion for delivering excellence.

Ability to work under pressure in a dynamic and fast paced environment.

While not required, a passion for sailing, racing and water sports would be a welcomed asset.

Join us at Hayling Island Sailing Club and be part of a vibrant team dedicated to fostering a love for sailing and providing exceptional experiences for our members and visitors. Apply now to embark on an exciting journey with us!