

Job Description

Paid position: Lettings Manager

Duties:

- Dealing with lettings enquiries
 - email / call potential lettings clients
 - meet potential hirers and show them round
 - agree and issue terms and ensure payment is received
 - oversee entry and get-out for an event and the securing of the hall
- Liaising with Slimming World and ensuring monthly hall hire fee has been paid to direct in cash or into the club bank account
- Ensuring, with Bar Manager that there is a bar/premises cover for external bookings
- Ensuring club facilities such as tennis courts are secured/locked when there is a hire and arrange for them to be re-opened in time for members' play
- Offer members a 20% discount on lettings charges and consider / refer volunteers or valued club members' enquiries to the Board in order to offer additional discounts

Terms:

- £6.20 an hour for normal bar shifts for you if you ever work a shift when there is a letting
- £30 a month to cover the letting manager duties (this will be on the basis of 1 hour a week – at the rate of £7.50 an hour)

(NOTE: hourly rates may be subject to annual increases with inflation)

- 10% commission on all lettings income and bar profits (on private lettings not internal club functions such as Quiz Nights, Finals Day parties and Christmas parties)

(NOTE: hourly rates may be subject to annual increases with inflation)

Payment:

We would pay the monthly management fee and any commission payments by cheque on a quarterly basis against submission of a basic invoice.

Any bar shift fees are paid by cash as they are completed.