

Sutton Dinghy Club - Sailing Centre Manager

Sutton Dinghy Club is a sailing centre located on Strand Road, Sutton, Dublin 13. Established in 1940, the Club has a strong membership base, is run by an active group of volunteers, and organises a full programme of dinghy racing, sailing courses and on the water activities for both members and the wider public each year. The Club promotes the development of sailing through both a youth sailing course programme each summer and a long running initiative of offering introductory sailing courses to non-members, including individuals, schools and other groups. The Club is also a sponsor of a local Community Employment Project, employing a full-time Supervisor and 16 participants engaged in supporting a variety of local community organisations in Howth, Sutton and Malahide.

We are seeking a dynamic and passionate Sailing Centre Manager who will have the responsibility to lead and manage the sailing course programme and also to actively engage in the day-to-day operational management of the Club with guidance from the Club committees.

Key responsibilities:

- Lead and manage the Sailing Course Programme, including promotion, scheduling and recruitment of instructors;
- Manage day-to-day Office Administration and Accounts;
- Maintain and operate a schedule for the maintenance of the Clubhouse and premises, sail training and safety boats, and related equipment;
- Support and guide staff and Club volunteers in various assignments;
- Manage the daily tasks of part-time Community Employment participants based at the Club, liaising with the full-time CE Supervisor;
- Develop relationships with suppliers, with other sailing Clubs and with the national authority Irish Sailing;
- Work closely with Club committees, providing regular status reports and highlighting issues requiring action.

Requirements:

- Experience of working in a Club or similar environment.
- Good communication and interpersonal skills.
- Ability to work as part of a team.
- Well organised with capability to manage multiple tasks.
- Good IT skills and knowledge of Accounts and Bookkeeping.

Benefits:

- Competitive salary based on experience.
- Flexible working environment.
- Free Parking on Club premises.

- On bus route to & from Dublin City Centre.
- Opportunity to develop a long-term career in the sailing industry.

Please submit your application with CV and covering letter to commodore@sdc.ie

Deadline for receipt of applications is midnight, Friday 7th June, 2024.

Sutton Dinghy Club is an Equal Opportunities Employer