The role of Club Administration Manager will be vital to the success of TBB HC and will be responsible for providing administrative support and ensuring the smooth running of the club. The role will cover a range of roles including supporting finance, communication, and marketing; membership secretary and EH and league liaison.

**Reporting to:** Member of the Executive Committee

**Key Responsibilities:**

* General administration including responding to enquiries and requests for information from other organisations and members of the public and keeping the club diary up to date.
* Junior and Senior Membership secretary tasks
* Act as the point of contact for EH/ West HA/ Avon HA to distribute to relevant managers/directors including Competitions; Courses; Affiliation information etc
* Updating website on a continuous basis.
* Update a necessary social media channels in liaison with the Marketing and Communication Officer.
* Provide admin support for the Director Junior Academy, Director of Club Hockey and Director of Performance.
* Monitor membership payments are up to date across the club on teamo
* Upload Start times and venues on GMS across the club.
* Upload and editing of fixtures on Teamo – Junior and Seniors in conjunction with senior fixtures secretaries
* Monitoring and evaluation reporting
* Support Welfare Officer for DBS checks
* Ensure all new volunteers/coaches/managers have the appropriate DBS (in conjunction with the Welfare Officer)/Safeguarding/1st Aid courses and keep master sheet.
* Liaising with the University of Bath Sports Training Village for providing club contacts, membership list for issuing Team Bath Cards.
* Covid Officer duties (if required) – updating website, social media as well as any reporting that needs to be sent to EH
* Provide back up for Talent Centre/Academy applications and ongoing support
* Add match fees for specific games as and when required
* Produce the weekly match report and release across Social Media and Website
* Support senior and junior club with annual awards

**Person Spec:**

* Dynamic and forward-thinking
* Organised and professional
* Proficient in Microsoft Office
* Analysis skills
* Excellent relationship development skills