



Roles & Responsibilities

DEVELOPMENT OFFICER

ROLE	Manage the running of the club bar and its staff and facilities
USEFUL SKILLS & EXPERIENCE	<ul style="list-style-type: none">• Previous bar experience• Friendly & approachable• Organised• Reliable• Confident• Outgoing• Basic budgeting skills• Ability to delegate• Managing people
TASKS	<ul style="list-style-type: none">• To identify funding streams to support the development of the club• Attend monthly Governing meetings and report on 'bar and functions' activities• Managing staff to ensure it is sufficiently manned at all times in line with the clubs opening hours and functions• Management of a rota to ensure the club is opened/locked throughout the year• Ensure the bar is sufficiently stocked to cater for the needs of the membership whilst maintaining a level in line with the financial position of the club• Work with the Treasurer to formulate an annual budget and manage annual spend in line with the agreed budget• Monitoring of prices and sales to ensure margins are maintained within the clubs principals• Ensure cleanliness together with Health & Safety procedures are upheld

The above list of tasks is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope the role.