

Employment Vacancy

Name of Club:-

ALC Ref No:-

Job title:-

Full/part time:-

Location:-

Duration:-

Brief Job Description:-

The Beefsteak Club is one of the oldest gentlemen's clubs in London, with a unique and historic clubroom. Its present (all male) membership, currently standing at around 500, meet for lunch 5 days per week and dinner 3 nights per week.

Hours/week:-

Wage/Salary:-

The Secretary of the Beefsteak Club takes responsibility for all the administrative matters of the club (helped by an assistant and a book keeper). The principal duties are to:

- Ensure that the club provides a pleasant and welcoming environment for its members;
- Provide support for the chairman;
- Engage and manage the small club staff;
- Organise and minute committee meetings;
- Deal with all enquiries from members;
- Liaise with the auditors to ensure timely and accurate financial reporting;
- Manage the club premises and the building, including tenanted parts;
- Oversee all health/safety matters, insurance, security, regulatory compliance etc.

The ideal candidate need have no previous experience of running a club but will have been employed in role(s) involving senior management and decision-making. The most important qualifications are the ability to understand and respect the unique characteristics of the Beefsteak Club and its members together with evidence of excellent administrative ability together with numeracy and communications skills.

Contact Name:-

Telephone No.

Email:-

Office Use Only

Date posted:-

Expiry Date:-