

PRESTIGIOUS PRIVATE MEMBER'S CLUB, MARBLE ARCH
Assistant Membership Secretary / Respite and Welfare Breaks

About us

Victory Services Club is a tri-Service, all ranks, Private Members' Club for currently serving and retired members of the UK Armed Forces and allies with 200 bedrooms, restaurants, bars and hospitality with substantial event, conference, and banqueting facilities. Located at **Marble Arch**, in the very heart of London's **West End**, it is superbly located and sets the standards for quality and service in the Private Club sector. The Club offers a truly unique Club atmosphere, excellent service and value for money, impressive accommodation, and varied dining and events options.

The Club is a registered charity and has two charitable objectives: to provide a place for serving and former serving personnel to meet; and to support serving or former serving personnel who face hardship or distress, including those wounded as a result of operational service. Respite and Welfare Breaks are provided by the Club which is just one element of our wider activity in support of the second charitable objective.

What we are recruiting for:

We are looking for an **Assistant Membership Secretary / Respite and Welfare Breaks** who will be responsible for the delivery of first-class membership services to VSC members and guests and for the administration of the Club's Respite and Welfare Breaks for nominated Wounded, Injured and Sick military personnel, and of Reward and Recognition Breaks, as part of the Club's second charitable objective.

The role will include administrative duties that support new memberships applications, renewals and maintaining accurate membership records, reviewing, booking, and reporting on applications for Respite and Welfare Breaks and Reward and Recognition Breaks. This post holder will need to deliver excellent membership services, in line with our standards of operations and procedures, while being compliant with relevant legal requirements.

Salary £29,500 per annum
Location: **London, Marble Arch**
Employer type: **Private Members Club, Registered Military Charity**

Role description

The **Assistant Membership Secretary** is a full-time role, working 5 out of 7 days, at the Club, in Marble Arch, providing membership services during opening hours, normally Monday to Friday. Occasional evening, weekend, or overnight travel to attend events promoting VSC membership will be required.

CONTACT DETAILS:

Gabi Ursu Membership Secretary
Email: Gabi.Ursu@vsc.co.uk

Eligibility & Expiry:

You must be eligible to live and work in the UK to apply for this position. Closing date:31 August 2022, however the closing date may be brought forward if a suitable candidate is found before 31 August 2022.

We look forward to hearing from you!