

Role Profile: Bridge Club Manager

Auckland Bridge Club Inc, founded in 1931, is an Incorporated Society and Charity. We own our Remuera premises and welcome over 30,000 visits annually. The role, reporting to the President, focuses on increasing participation in the game of bridge – socially for its members through Club Session play; educationally through a wide programme of lessons and lectures; and competitively through a busy tournament calendar.

The current Strategic Plan : [A Great Place to Be 2021-2027](#) recognises that the driver for the Club's future is to encourage increased participation. The Club is committed to providing an engaging, welcoming and encouraging atmosphere and an equal opportunity environment.

Purpose of Position

To develop a business plan (including budget) to drive to the Strategic Plan objectives, while providing the leadership to empower staff and volunteers to deliver to the plan through encouragement, coaching and support.

Success

The club meets the needs of all its stakeholders: – members, employees, contractors, Board, community – both in the short term, and in the future.

Hours

This is a part time role working on average 20-30 hours a week. Some flexibility is possible to help attract the right person, but the role does require regular attendance at the club and cannot be done remotely.

Key Deliverables

- Development and implementation of business plan and budget to the board's strategic directives
- Oversight of all aspects of the club including activities, marketing, commercial sponsors, premises' rental and relationships between the club and its stakeholders
- Development, maintenance and administration of operating procedures including the procedure manual
- Leadership and line management of employees and contractors, except the Director of bridge
- Responsible for payroll, GST, monthly and annual accounts, regulatory filings, health and safety, matters related to the premises and any other tasks reasonably requested
- Troubleshoot to provide cover and resources for bridge scoring, bridge directing and staff holidays
- Timely and insightful reporting to the Board
- Any other reasonable tasks requested by the president.

Experience and Skills

- Ability to prioritise against deadlines and resolve problems
- Comfortable leading and dealing with senior stakeholders
- Quick to understand other's needs and balance these with commercial realities
- Prior experience in managing staff
- Ability to adapt to a range of software
- IT literate including Microsoft Office, accounting and marketing tools as well as web and social media
- Ideally a Bridge player but not essential, development of skills in Directing will be supported
- Able to get Current first aid certificate and Duty Managers Licence for the sale of alcohol

Schedule: Free Parking