

# Club Administrator



- Employer:** Bedford Rowing Club (BRC) and Bedford Rowing Social
- Job Title:** Club (BRSC) Administrator
- Location:** Bedford Rowing Club, Duckmill Lane, Bedford
- Hours:** Part-time – 10 hours per week
- Contract:** 12 months fixed term
- Salary:** £5,000 - £8,000
- Our Mission:** To provide inclusive, safe and accessible opportunities for the people of Bedford and the surrounding area to take part in the sport of rowing - providing access to rowing as a life-long activity, promoting healthy living, friendship and sporting success. Our ambition is to promote the positive impact of the sport and to be one of the leading Clubs in the eastern region.
- Job Description:** The administrator will be responsible for the day-to-day operational support of all aspects of the Club.
- Our core values:**
- Ethical and Fair*  
Members of BRC will act in an ethical and fair way to ensure that everyone can enjoy and progress in the sport.
- Safety*  
The safety of each member is BRC's greatest charge. Coaches, rowers and visitors alike take pride in keeping one another safe at all times.
- Teamwork*  
All members working together across all sections of the Club to enable BRC to achieve a common set of goals and objectives with high standards of trust and integrity.
- Determination and Commitment*  
BRC fosters a culture of personal growth, integrity and perseverance as well as accountability for each individual to oneself, the team and BRC as a whole.
- Inclusion*  
BRC is striving to be one of the most inclusive and accessible Clubs in the Eastern Region by providing opportunities for enjoyment and achievement at all levels.
- Promoting Bedford*  
Members will do their best to ensure that BRC remains an integral and widely-respected part of the Bedford community.
- About you:** You are likely to be an experienced, self-motivated Administrator.
- You will have excellent verbal and written communication skills, be able to prioritise and manage your work, working quickly and accurately to meet deadlines. Proven analytical, problem solving and decision-making skills are important to this role.

# Club Administrator



How to apply: In the first instance, please send your CV to [secretary@bedfordrowing.co.uk](mailto:secretary@bedfordrowing.co.uk) by **Friday 16<sup>th</sup> July** with an accompanying letter outlining why you would be suitable for the role.

Interviews: Interviews will take place week beginning **19<sup>th</sup> July** at Bedford Rowing Club.