



JOB ADVERT

Club Administrator

Driffield RUFC wants to recruit an administrator to help to run the office at the club. The club is at its busiest during the rugby season, but this role provides year-round support to committee members and the accountancy team, and liaison with bar and catering staff. The club is open during the week for a range of day-time functions.

Principal responsibilities will include :

- Being the initial point of contact for club members, supporters and sponsors
- Day-to-day running of the clubhouse and facilities
- Booking sponsors lunch tables
- Booking functions
- Liaison with the bar and catering teams
- Developing the hospitality offer and growing the number of bookings at the club

The applicant will be computer literate and have good organisational skills. A level of commercial experience within the hospitality trade would be an advantage. Hours are flexible and based on 20 hours per week – during the season this will include Mondays and Fridays. Wages will be based on experience.

All enquiries / applications should be made to info@driffieldrufc.com or call (01377) 256598.