

join  
our  
team



## Basingstoke Gymnastics Club

### About Us

Basingstoke Gymnastics Club is a charity run club and one of the leading centres in the South of England. We provide a variety of classes to cater for all ages, needs and abilities. Our club is recognised across the country for its fantastic, fully equipped, state-of-the-art facility and the huge range of opportunity it brings to the community.

We are what most would call home, encouraging children and adults to have fun, get active, be happy, healthy and enhance their overall wellbeing through the movement of gymnastics. Always striving for excellence and creating positive learning environments in fulfilling every member's maximum potential.

Safeguarding statement: "British Gymnastics is committed to safeguarding children and ensuring all young people have a positive experience in the sport. Anyone recruited to work or volunteer for the organization must be fully committed to these values"



## Members Services Manager

### Job Role & Responsibilities

**Contract Type:** Full Time, Permanent

**Salary Range:** £23,000 - £24,000

**Line Manager:** Club Management Team

**Reference Number:** 101MSM

**The candidate for Member Services manager will take responsibility for the new Member Services team which is formed from our existing reception team. Your main responsibilities will be:**

- Manage Member Services team and ensure good communication between front desk and gym floor
- Develop and improve systems for integrating our members, parents and our coaching teams
- Champion and promote the club to build our gymnastics community.
- Be responsible in maintaining the high standards of the club.
- Suitability to work with children
- Undertake any other reasonable duties/projects/meetings, which may be required from time to time in support of the club.

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## Our Team and You

**Our Basingstoke Gymnastics Club employees are expected to:**

- Have the safeguarding and welfare of children and vulnerable people at the forefront of all decisions.
- Have self-motivation and the ability to motivate others.
- Have the suitability and enjoy working with children.
- The desire to learn and continually develop.
- Be able to take initiative but appreciate and respect our whole team.
- Always have fun and share their passion for gymnastics throughout the club.

**The candidate is expected to:**

- Be confident in liaising with parents and members.
- Have excellent communication skills.
- Be an experienced and skilled team worker.
- Be adaptable, flexible and show care in all aspects of the role.
- Have knowledge with Microsoft Office (Teams, Outlook, Word, Excel)
- Be available for evenings and weekends

## How to Apply

To find out more information about the role or to apply please fill out the application form attached and send to [karen.rawson@basingstokegym.co.uk](mailto:karen.rawson@basingstokegym.co.uk)

