

The Croquet Association Manager

The Croquet Association is restructuring its administrative and commercial operations and will appoint a manager to lead the change.

The CA Manager will play a key role in the Association's ongoing success and will help to shape its development by bringing in-house many of its activities including the CA shop, some accounting functions and the fixtures book; recruiting additional staff as necessary.

Located in Cheltenham, this appointment is based on a flexible four-day week (28 hours). Salary by negotiation.

The Role:

- Supervise or perform the day-to-day work of the CA office.
- Maintain and improve the Association's administrative systems.
- Integrate and supervise the commercial activities of the Association.
- Manage the office and its staff.

The Person:

- Proven relevant experience and a proactive approach to problem solving.
- A high level of computer literacy including a good working knowledge of Microsoft Outlook, Word, Excel, database concepts, use of a web browser, internet search engines, and basic PC housekeeping.
- Experience in Sales & Marketing, electronic bookkeeping (ideally Sage) and education to degree level would be an advantage.
- Good verbal, written and interpersonal skills, ability to work to tight deadlines under limited supervision and a good eye for detail.

Interested candidates should forward a covering letter and CV by **4th January 2008** detailing their suitability for the role by email or post to: Jonathan Isaacs, Meers Farm, The Hollow, West Chiltonton RH20 2QA jonathanisaacs@btinternet.com