A unique opportunity exists at Kinsale Yacht Club for a Club Manager

About Kinsale Yacht Club…….

Kinsale Yacht Club is one of the top-tier Yacht Clubs in Ireland. In addition to its modern Clubhouse with Bar, Dining and changing rooms, the club's dinghy park fronts onto the Pier Road and main harbour pier. Located nearby is the Club Marina which was funded and built by club members in 1978 and further developed in 2003. The marina provides for over two hundred berths and has a dedicated section to cater for visiting boats up to a maximum length of fifty-five metres. The marina is an accredited marina holding the Fáilte Ireland Quality Assured Standard, An Taisce Blue Flag Marina, and a 5-Gold Anchor Marina (YHA) Award.

Since its founding in 1953 the Club has had a strong Sailing/Racing ethos and club membership has grown steadily since that time. Current membership numbers are more than six hundred members. The club provides a full and active weekly sailing calendar which stretches from late January to late November. Classes of boats which are actively sailing in the in the club include Hansa, Optimist, Topper, Laser, 420's, Squibs, International Dragons, and Cruisers divisions. In addition to our weekly leagues and Club Trophy races, the club regularly hosts National and International sailing events such as the bi-annual Sovereign's Cup, Regional and National Championships for Optimist, Laser, Squib, Dragon, and Cruiser (ICRA) Championships. Recent International Championships include the European Dragon Championship and the Dragon Gold Cup in 2012 and 2024.

Kinsale Yacht Club Sailability Programme is another aspect of the club which is very impressive, and it demonstrates our commitment to inclusiveness in sailing. Our programme is recognised as the gold-standard programme in Ireland for individuals with physical, intellectual, sensory (vision and/or hearing impairment) disabilities. Inclusion is at the heart of the concept but goes further with projects such as Sailing into Wellness, also a Kinsale-based initiative, which has grown beyond its drug rehabilitation purpose to cater for other minority groups who previously lacked direct access to society

Job Description

Post Title: **Club Manager**

Salary: **Neg (depending on experience)**

Hours: **37.5**

Reports To: **Commodore**

Kinsale Yacht Club Priorities

- Develop KYC as a premier venue for yachting, cruising, and racing including local, national, and international events
- Develop other leisure activities based on, in and around the water
- Build membership and membership engagement with the club
- Provide a varied and active social programme for members, their guests, and visitors
- Be a welcoming venue for all including those with diverse needs
- Encourage youth activity on the water.
- Provide a food and beverage offering that covers a broad range of requirements
- Ensure the Club's ongoing financial viability and stability.
- Contribute to the economic well-being of the area.

Purpose

The role of Club Manager is to support the KYC Management Committee to achieve targets and plans which it has agreed. Work closely with our catering partners to facilitate a professional bar and catering offering for a wide variety of events. Lead, manage and support the staff team to deliver a high-quality cost- effective yearly programme, whilst ensuring the financial viability of the Club.

Operational - Ensure effective venue, facilities and resource management, the delivery of high-quality services and the highest standard of member and customer care including the observance of all health and safety protocols.

Internal and External Communication - develop a strategy for internal and external communication, across a variety of media, including upgrading our web-based presence

Engagement- Establish and maintain relationships with the KYC local community, other clubs, the press, businesses, and sector experts.

Human Resources – Maintain and build the team by providing clear, supportive leadership, motivation, and Inspiration

Club Manager Responsibilities

Operations

- Lead the development and delivery of an exciting high quality, cost effective and inclusive programme, working within pre-defined budgets as set by the Management Committee
- Ensure effective venue, facilities, and resource management.

- Co-ordinate the professional management of events with our catering partners
- Ensure legal obligations, health and safety and good practice standards are met.
- Manage planned and reactive maintenance programme for facilities and equipment.
- Maximise opportunities for income generation through membership, fundraising and commercial activity

Internal and External Communication

- To publish and maintain the club's web site and build presence across social media
- Issue electronic newsletters and regular What's On briefings
- Order and maintain external and internal signage to encourage and support members and visitors to the club and ensure their safety
- Build relationship with local, national and specialist press and issue press releases as needed
- Maintain the club noticeboard

Engagement

- Develop and sustain strong partnerships and external relationships.
- Develop and maintain links with local businesses and other clubs.
- Engage with sector experts to inform programme and developments.
- Maximise community, member, and volunteer engagement.

Human Resources

- Lead and line manage staff ensuring relevant performance management, training, guidance and

  support is provided. Ensure good practice in the equality of opportunity

  Work closely with, inspire, motivate, and support the staff team and volunteers to
- Develop volunteer programmes, opportunities, and support.
- Set and manage staff rotas, giving particular attention to summer vs winter needs.

General

- Support the progression of building development proposals
- Work in line with the KYC Code of Conduct, Vision, Priorities, Values, Rules, and Bylaws
- Advise and seek direction from the Management as required.
- Provide excellent member/customer service at all times.
- Undertake additional duties when required to ensure the smooth running of Kinsale Yacht Club.

Club Manager Person Specification – Experience, Knowledge, and Skills

- The new manager will work closely with the Management Team in implementing the Clubs Mission and Vision throughout all aspects of the club's activities.
- A natural leader and coach of staff in Bar, Stock Control, Cellar, and Dining room services. [Hotel management training is desirable but not essential]
- Demonstrate training in all aspects of the operation of Bar and Dining Room activities.
- Strong interpersonal skills and is a confident speaker when dealing with Club Management, Club Staff, Club Members, Visitors, and the public.
- Commitment and ability to deliver high-quality customer service, build strong, supporting relationships.
- Effective and engaging web and print based communication skills

- Competent using computers and popular applications such as Word, Excel, Access, PDF, etc.
- Knowledge of office administration, financial recording and reports, payroll, and banking.
- Knowledge or training in performance management practices and would be capable of implementing such a system for direct reports. (e.g. Training and Development Plans, Maintain Training Records. Complete Performance Reviews etc).
- Must be willing to work flexible hours as the business would dictate e.g. Special Events or Low Season requirements.
- Must be willing to learn new skills particular to the running of a yacht club and undertake training when specified by the Commodore
- Commitment to doing what is necessary to manage and uphold the highest standards as befits a unique yacht club.

Application Process

Applications should be sent to commodore@kyc.ie before October3rd, 2025.

Please send a CV along with a cover letter outlining how your skills and experience match the requirements of the role.