

Job Description:

Business Development and Administration

Development

- England Squash: Contact and liaison
- London & SE Region: Contact and liaison
- Coach Development (organising coaching courses/qualifications and support)
- Club support/development
- Development of junior programmes
- Marketing & awareness for jr enrolment across the County

Administration

- Weekly coaching programmes
- County squad registration and training
- ICC and county match organisation
- Holiday & pre-comp programmes
- Tournaments (MDX Closed, London Gold, Open and Leagues)
- Newsletter and communications
- Website and social media
- Database management/updates

The above involves, booking venues, marketing and communications with parents and players, bookings (registration and payment), coordination with coaches, full tournament organisation.

Finance

- Payment/receipts, credit control and reporting
- Verification and payment of invoices and reporting
- Financial reports
- Budget management
- Coordinate and provide support to MDX Sr and Jr Treasurer

Deadline: 15th February 2023