



Duty Manager: Putney Lawn Tennis Club, London SW15

Founded in 1879, Putney Lawn Tennis Club is one of the oldest tennis clubs in the world - and certainly one of the most active/popular!

Located in the heart of West Putney, PLTC boasts a high standard of social and competitive tennis, with 10 courts and almost 1,000 members of all ages from across South-West London.

PLTC is a vibrant community. Its clubhouse has a well-stocked bar and kitchen, big tv screens for watching major sporting events, an exercise studio and a function room which is often used to host popular member events like our quiz nights and parties.

Job Purpose:

As a Duty Manager, you will play a vital role in the smooth day-to-day running of the club. Reporting to the Club Manager, you will oversee all aspects of the club during your shift, ensuring a safe, welcoming, and enjoyable experience for members and staff.

The role is permanent and Full-Time, based at Putney Lawn Tennis Club (London SW15).

Role and Responsibilities:

- Deputise for the Club Manager & F&B Manager during your shift to ensure the smooth running of the club, including the Clubhouse, courts and food & beverage.
- Develop, advertise and run weekend activities & events to promote use of the club.
- Manage opening and closing procedures, ensuring security at all times.
- Assist the team in regular facility checks and ensure compliance with Health and Safety regulations, food hygiene standards, licensing requirements and Safeguarding.
- Act as Incident Manager and lead during emergencies, including fire evacuations.

About You

Required areas of expertise:

- Experience within a leisure environment, knowledge of tennis is a bonus
- Excellent communication skills
- Computer literacy & Social Media knowledge

- Experience of leading/training/motivating/developing a team
- First Aid-qualified

You will

- Be motivated by delivering outstanding service and enjoy building rapport with members, guests and colleagues
- Demonstrate initiative by identifying areas of improvement, implementing process enhancements and proactively addressing challenges
- Have a professional, organised and friendly approach

Salary etc

- Up to £25,000 basic per annum (based on experience).
- Pension contribution.
- 20 days annual leave, plus days off in lieu for Bank Holidays worked.
- 40 hours per week over a 5-day shift pattern which will include some evening and weekend shifts.

To apply: Please send your CV and a covering letter stating your suitability for the role to clubmanager@pltc.co.uk