



Job Description: Swimming Club Social Secretary

Position: Social Secretary

Location: Walnuts

Employment Type: Volunteer

Job Summary:

The Social Secretary plays a key role in fostering community spirit and organising social events for the club, including the annual Club Presentation Evening, fundraising events, and other social gatherings. This position involves planning and executing engaging activities, managing bookings and logistics, coordinating with suppliers, and ensuring events run smoothly. It also includes occasional responsibilities such as booking venues for the club AGM.

Responsibilities:

- Organise the annual Club Presentation Evening, including venue booking, ticket sales, and managing guest lists
- Coordinate additional presentation evening logistics such as booking a disco, Photo Booth, and photographer
- Arrange room décor and layout for events, including table cloths, balloons, trophies, and signage
- Work with the Trophies Secretary to ensure trophies and awards are laid out appropriately for presentation
- Book venues and manage logistics for other social events such as quiz nights or charity fundraisers
- Ensure any necessary licensing, insurance or safeguarding policies are followed for events
- Arrange and book a venue for the club's Annual General Meeting (AGM) and any extraordinary general meetings
- Work with the club's Communications Officer to promote events and ticket sales
- Manage a budget for events in consultation with the Treasurer, ensuring cost-effective planning and expenditure tracking
- Coordinate volunteers or helpers as needed to support event setup and clean-up
- Evaluate events post-delivery and make recommendations for improvements in future years



Qualifications:

- Strong organisational and planning skills
- Creativity and attention to detail, particularly in event presentation and atmosphere
- Confidence in managing bookings and supplier communications
- Good time management, particularly in the lead-up to major events
- Ability to work independently and with other committee members and volunteers
- Basic budget management skills
- Friendly, approachable, and enthusiastic about creating a fun club environment
- Experience with event planning or hospitality is helpful but not essential