



Social Secretary/Part Time Steward Role

Self employed (responsible for paying your own tax and national insurance)
person required to carry out the following duties:

- Reporting to the committee via attending committee meetings.
- Responsible for organising and promoting events at the club on behalf of Pendle Forest.
- Organising the events calendar, taking private bookings from the public.
- Working behind the bar at events and organising staffing levels for the event (bar staff and cleaning staff).
- Keep an ongoing record of stock to assist in ordering stock for events.

Apply by sending your CV to Michelle Tootle, Secretary Pendle Forest Sports Club at secretary@pendleforestsportsclub.co.uk

Closing date 29/02/2020