



US Visiting Forces
Local National Direct Hire (LNDH)

Job Title:	Assistant Club Manager	PP-SRS-GRD:	S-1101-09
Location:	RAF Menwith Hill	Vacancy Number	421521
Open Date:	10 July 2024	Close Date	17 July 2024
Work Hour Per Week	37.50 hours	Salary (Per Hour)	£16.61-£23.05

**** Several vacancies may be available - multiple selections can be made from this announcement ****

Main Purpose

We are currently seeking a highly skilled and motivated individual to join a premier team of Assistant Managers at the 421 Air Base Squadron, Royal Air Force Menwith Hill, United Kingdom. The primary purpose of this position is to serve as the Operations Manager for the club complex responsible for overseeing club operations and performing duties as an assistant manager. The Assistant Club Manager will assist in planning, organizing, and directing the activities of the club complex, ensuring the activities comply with legal and regulatory requirements and meet customer needs. The incumbent exercise supervisory personnel management responsibilities. Will analyze, appraise, and provide input to the financial aspects of the operation on a day-to-day basis to ensure that financial standards and goals are met. Represents the club complex with a variety of installation and functional area organizations.

For specific qualification requirements for the position, you can visit: [General Business and Industry Series 1101b \(opm.gov\)](#)

If you're looking for a challenging, gratifying career supporting the US Visiting Forces in the United Kingdom -- this job is for you; apply today!

Knowledge and Experience Required - Applicants must demonstrate the following:

- Knowledge of commonly used policies, procedures, methods, and publicity techniques of club operations to evaluate strengths or weaknesses and develop/revise programs to meet legal and regulatory requirements and promote patronage.
- Knowledge of the requirements, techniques, procedures, and practices of generally accepted facility and resource management principles, standards, and techniques.
- Knowledge of safety, security, personnel management, and EEO regulations, practices, and procedures.
- Knowledge of budgetary requirements, internal controls, and resale and inventory principles to analyze and evaluate financial information.
- Knowledge of market surveys and marketing techniques to determine membership desires and satisfaction with club activities.
- Ability to plan, organize, and direct the functions of the club complex and mentor, motivate, and appraise the staff of the organization.

Other Significant Facts Pertaining to this position:

- Incumbent is subject to work other than normal duty hours, which may change daily due to the requirements of managing a 7 day-a-week operation, and may include evenings, weekends, and/or holidays.
- Shares in the responsibility for a sound industrial safety and security program.
- The employee must be able to operate a government motor vehicle and obtain/possess a valid **CAT B** driver's license.
- The Local National Direct Hire (LNDH) Program does not participate in regular drug testing, however positions covered by this document may be subject to drug testing upon reasonable suspicion of substance abuse, and safety mishap or accident testing.
- The Employee will require to observe US Federal holidays in lieu of UK Bank holidays.

Other Important Information

- Hours of work: Start & end times may be modified due to mission needs and in accordance with organization's flexible working policies.
- Will be required to handle and safeguard sensitive information in accordance with applicable US and UK laws, rules, and regulations.
- Must obtain and maintain the appropriate security clearance.
- May be required to travel by military and/or civilian aircraft in the performance of official duties or attend necessary training.
- Position may be coded as mission essential.
- A 6-month probationary period will be required.
- Overtime may be required.
- May be required to travel overnight to US or other countries in the performance of official duties or attend necessary training.

Benefits

- 25 days Annual Leave + US Federal Holidays, year-to-year carryover in accordance with program policy
- Paid Sick Leave; year-to-year carryover in accordance with program policy.
- Pension Scheme
- Life Assurance Scheme
- Employee Assistance Program (EAP)
- Free on-site parking
- Specialized Training provided throughout entire period of employment.
- Development opportunities available
- Time off, cash and honorary awards and recognition available for significant contributions and consistent high performance
- Free access to on-site gym facilities

Who Can Apply

- Citizens of the UK, Nationals of European Community (EC) Countries, and Commonwealth Citizens, other Foreign Nationals, and Stateless persons provided no restrictions have been imposed as a condition of continued residency in the UK.
- Applicants who have a minimum of five years consecutive residency in the UK are considered for this position; however, those who do not meet this criterion will be considered on a case-by-case basis. All successful applicants will require a security clearance.
- Please note pre-appointment security clearance requirements may delay start date.
Proof of identification in the form of a photo ID will be required, for example a driving license or current passport.
- This position may have certain restrictions to US citizens due to the Status of Forces Agreement. For additional information contact the LNDH team on 01638 544955.

How To Apply

Interested candidates must complete an application form obtainable from the Civilian Personnel Website;

<https://forms.osi.apps.mil/Pages/ResponsePage.aspx?id=jbExg4ct70jjX6yIGOv5tJFWr-1TEKJFm98gYVwgSO1UOTNIUk5BWVJURIRHUFJRJWuk3Nk1TVFM3Ty4u>

All applications must submit the following documents via email to 100fss.fsmc6@us.af.mil prior to the closing date of the advertisement to be considered for the position.

Required Documents

- LNDH Application
- Curriculum Vitale (CV) and/or Resume (*A CV/Resume is encouraged. Decision to include a resume will not increase or decrease probability of selection*)
- Transcripts
- Certifications
- Letters of Recommendation
- Right to Work Documentation

Equal Opportunity Employer

There will be no discrimination in employment practices based on gender, age, marital status, disability, race, nationality, religion or beliefs, sexual orientation, being or not being a member of a trade union.

