



## THE NORFOLK CLUB

### Candidate profile

#### Governance

- Essential:*
- Experience in servicing Committees, incl scheduling, preparation, reporting, inviting, minuting, initiating outcomes of committees.
  - Experience in dealing with complex interests and diplomatic skills to assure progress in line with a central strategy.
  - Commitment to the values of the Norfolk Club.
  - A high level of professional confidentiality and integrity

#### Financial / Accounts skills

- Essential:*
- A proven history of financial management and understanding of business accounts and budgeting, ideally in a hospitality or services setting.
  - Financial integrity
- Desirable:*
- A qualification with a financial component
  - Experience of successfully applying for external funding and grants
  - Experience in fundraising

#### Operational management skills

- Essential:*
- Experience of running a business, managing a staff team, and experience of HR practice and Health & Safety requirements.
  - Experience of contract management, acquisitions and tender procedures.
- Desirable:*
- Events and Hospitality management experience, within tight budgets

#### Systems and Communications

- Essential:*
- Good written and verbal communication skills
  - Familiarity and fluence with contemporary IT packages (Windows365), including accounts software (SAGE or Xero (desirable).
- Desirable:*
- Experience in using software for online Newsletters (Mailchimp) and Websites (Wordpress).
  - Experience or fast learning ability to instate and use new software systems, like CCTV, Gate operations systems (CAMEConnect), EPOS systems (CLUBControl), key programming systems (SALTO).
  - A good understanding of Norfolk society and strong networking capacity