



**Victory Services Club**  
63-79 Seymour Street,  
London  
W2 2HF  
W [www.vsc.co.uk](http://www.vsc.co.uk)

**Role:** Assistant Membership Secretary

**Location:** Hyde Park, West London (W2), W2 2HF

**Salary:** £29,500 per annum

**Contract Type:** Permanent

### **About Us:**

The Victory Services Club (VSC) is a successful charity which provides membership services to serving & retired members of the UK Armed Forces, NATO, Commonwealth, and their families. The Club, which is close to Marble Arch, has 200 bedrooms, extensive dining facilities, and seven Event Rooms which are available for Club members. Our Event Rooms are hired to generate revenue for the charity. The Club operates a number of schemes to provide free breaks for serving members of the Armed Forces.

We are currently recruiting an Assistant Membership Secretary to fill vacancies among our Membership Team.

### **The Role:**

The role will include administrative duties that support new memberships applications, renewals and maintaining accurate membership records, reviewing, booking, and reporting on applications for Respite and Welfare Breaks and Reward and Recognition Breaks. This post holder will need to deliver excellent membership services, in line with our standards of operations and procedures, while being compliant with relevant legal requirements.

The **Assistant Membership Secretary** is a full-time role, working 5 out of 7 days, at the Club, in Marble Arch, providing membership services during opening hours, normally Monday to Friday. Occasional evening, weekend, or overnight travel to attend events promoting VSC membership will be required.

### **The Person**

We are looking for an **Assistant Membership Secretary / Respite and Welfare Breaks** who will be responsible for the delivery of first-class membership services to VSC members and guests and for the administration of the Club's Respite and Welfare Breaks for nominated Wounded, Injured and Sick military personnel, and of Reward and Recognition Breaks, as part of the Club's second charitable objective.

### **Benefits**

- 28 days' annual leave (Pro Rata)
- Meals provided whilst on duty
- Company pension scheme
- Training & progression opportunities
- £500 bonus upon completion of probation
- £500 recommend a friend scheme
- Once off £500 bonus this September towards the cost of living.



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The VSC is committed to staff development and supervision, and we will provide a detailed induction and on-going training and support. We are an equal opportunities employer, and we welcome applications from all sections of the community.

If you feel this role is for you, please email your CV to [recruitment@vsc.co.uk](mailto:recruitment@vsc.co.uk)