

PRESTIGIOUS PRIVATE MEMBER'S CLUB, MARBLE ARCH
Membership Assistant

About us

Victory Services Club is a tri-Service, all ranks, Private Members' Club for currently serving and retired members of the UK Armed Forces and allies with 200 bedrooms, restaurants, bars and hospitality with substantial event, conference, and banqueting facilities. Located at **Marble Arch**, in the very heart of London's **West End**, it is superbly located and sets the standards for quality and service in the Private Club sector. The Club offers a truly unique Club atmosphere, excellent service and value for money, impressive accommodation, and varied dining and events options.

The Club is a registered charity and has two charitable objectives: to provide a place for serving and former serving personnel to meet; and to support serving or former serving personnel who face hardship or distress, including those wounded as a result of operational service. Respite and Welfare Breaks are provided by the Club which is just one element of our wider activity in support of the second charitable objective.

What we are recruiting for:

We are looking for a **Membership Assistant** who will be responsible the delivery of first-class membership services to VSC members and guests. The role will include administrative duties that support new memberships applications, renewals and maintaining accurate membership records. 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.

Salary £24,500 per annum
Location: **London, Marble Arch**
Employer type: **Private Members Club, Registered Military Charity**

Role description

The **Membership Assistant** 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.

CONTACT DETAILS:

Gabi Ursu Membership Secretary
Email: Gabi.Ursu@vsc.co.uk

Eligibility & Expiry:

You must be eligible to live and work in the UK to apply for this position. The person appointed will be expected to take up the position for a period of not less than 1 year. This job advertisement expires on 26 November 2021. (Please note that this is the expiry date for this job advertisement, rather than the job opportunity itself.)

We look forward to hearing from you!