



ASSISTANT SPORTS MANAGER

PRIMARY JOB PURPOSE

To assist in leading and managing the Sports Department across both Club sites. The Assistant Sports Manager supports the growth of member participation across all sporting codes, deputises for the Sports Manager in their absence, and takes ownership of sports programming, event execution, team management, and facility standards. The role requires active, visible engagement with members and a hands-on approach to delivering a high-quality sports experience consistent with CCJ's standards.

KEY RESPONSIBILITIES

- Drive growth in member participation across all sporting codes through targeted programmes, events, and outreach.
- Engage regularly with members to gather feedback, assess satisfaction, and identify opportunities to improve and expand sports offerings.
- Handle member queries, concerns, and complaints related to sports facilities and activities, escalating where necessary.
- Manage, supervise, and develop the sports team, including coaches, instructors, and sports support staff.
- Coordinate contractor and casual staff scheduling for events and ongoing sporting activities.
- Deputise the Sports Manager in their absence, assuming full responsibility for departmental operations.
- Plan, create, and execute events across all sporting codes offered at the Club.
- Design sports programmes aligned with member interests and Club objectives.
- Coordinate fixtures, leagues, and tournaments in conjunction with relevant sporting bodies.
- Prepare monthly analysis and reports on sub-clubs, participation statistics, and department performance.
- Contribute to the Sports Department's annual plan and budget.
- Monitor and control the department budget, including event expenditure and stock procurement.
- Maintain accurate records, filing systems, and departmental documentation.
- Manage stock count and stock control of all sporting merchandise and equipment.
- Coordinate relationships with suppliers and service providers relevant to the Sports Department.
- Communicate and ensure compliance with relevant sporting bodies and organisations, including ASA and CGA.

- Liaise with external coaches, referees, and officials as required.
- Conduct regular evaluation of sports facilities across both sites to ensure they meet the required safety and quality standards.
- Coordinate maintenance and equipment repairs in conjunction with the relevant departments.
- Ensure health and safety compliance during all sporting events and activities.

EXPERIENCE AND QUALIFICATIONS

- Minimum 3–5 years' experience in a sports management, sports administration, or related role.
- Tertiary qualifications in Sports Management, Sports Marketing, Recreation Management, or a related field (required).
- Event or project management experience advantageous.

TECHNICAL SKILLS

- Computer literate — MS Office at an intermediate level (Word, Excel, Outlook, PowerPoint).
- Proficient in social media platforms: Facebook, Instagram, Twitter/X, and Google.
- Current, active knowledge across multiple sporting codes.

OTHER REQUIREMENTS

- Valid South African driver's license and own reliable transport.
- Physically fit and active; able to assemble and manage sporting equipment.
- Available to work weekends and public holidays in line with the Club's sporting calendar.
- Participation and visible presence at Club sporting events is a key requirement of this role.

COMPETENCIES

- Strong written and verbal communication skills.
- Proven people management and team leadership ability.
- Creative, forward-thinking, and proactive in problem-solving.
- Sound administrative and organisational skills with attention to detail.
- Member-centric approach with the ability to engage confidently across all levels.

PROPERTY

- Auckland Park & Woodmead

APPLY NOW!

APPLICATION PROCESS:

Interested applicants must complete the application form and submit it along with their CVs to careers@ccj.co.za no later than **28th May 2026**.