



Sailing Coordinator (Part-Time)

Hayling Island Sailing Club (HISC)

Join One of the UK's Leading Sailing Clubs

Hayling Island Sailing Club is one of the UK's premier sailing venues, hosting world-class racing alongside a vibrant and active membership.

We are looking for an organised, proactive and friendly Sailing Coordinator to join our team. This is a varied, people-focused role at the heart of the club, supporting sailing events, assisting members and visitors, and helping deliver an outstanding experience both on and off the water.

Based on the waterfront, you'll be part of a supportive team in a busy and rewarding club environment.

Key Details & Working Pattern

- **Hours:** 24 hours per week
- **Working pattern:** One weekday plus both weekend days (Saturday & Sunday essential)
- **Typical hours:** 09:00 – 17:00 (includes paid 1-hour lunch)
- **Flexibility:** Start/finish times may vary slightly depending on events
- **Seasonal hours:** Additional hours available during peak summer periods

Location

- Fully office-based at Hayling Island Sailing Club
- This is a non-remote role

Salary & Benefits

- £12.71 – £13.00 per hour (depending on experience, reviewed after probation)
- Use of club facilities
- Free parking
- Discounted food and beverages
- Access to sailing and powerboat training

The Role

As Sailing Coordinator, you'll play a key role in keeping the club running smoothly day-to-day. This is a modern office-based role supported by a range of digital systems, combined with regular interaction with members, visitors, and event teams.

You'll be involved in everything from customer enquiries and event support to race results and scheduling making this an ideal role for someone who enjoys variety and being part of a team.

Key Responsibilities



Customer & Front Desk

- Act as a welcoming and professional first point of contact
- Handle enquiries, bookings, and payments
- Support members and visitors to ensure a positive experience

Event & Racing Support

- Assist in the delivery of sailing events and major championships
- Support race administration, including producing and publishing results
- Help coordinate briefings, registrations, and event logistics
- Step in to support operations in the absence of the Sailing Supervisor

Systems & Administration

- Set up and manage events using the Club Management System
- Maintain accurate records and resource allocations
- Support systems such as SailEvent and DutyMan, including volunteer coordination
- Assist in producing weekly and weekend event schedules

What We're Looking For

- Strong administrative and IT skills
- Excellent communication and customer service
- A team player who is organised and reliable
- High attention to detail
- Ability to stay calm and effective in a busy, fast-paced environment

A background or interest in sailing or watersports is a bonus, but not essential.

Additional Requirements

- Must be able to work weekends
- Right to live and work in the UK
- Full driving licence
- Valid passport

Reporting Structure

Reporting to the Sailing Supervisor, with overall accountability to the General Manager.

Apply Now

If you're looking for a varied and rewarding role in a friendly, professional sailing environment, we'd love to hear from you.

Join us at Hayling Island Sailing Club and help deliver exceptional sailing experiences.