



We're hiring!

RS Class Association Secretary

We are looking for a new RS Class Association Secretary to join our team.

The Class Secretaries are responsible for creating the calendar and managing RS Class Association events, maintaining the website, supporting class committees and communicating with sailors, clubs, the media, sponsors, other stakeholders and with the public.

The role will be an anticipated 20hrs per week on a part-time, self-employed basis, working from home, with additional hours for attendance at RS Class Association events.

Ideally, you should be a keen RS sailor, with an interest in and understanding of dinghy racing. You will need to be well organised, have excellent time management skills and be confident to work independently and in collaboration with colleagues and stakeholders.

Qualifications/skills required

- Traditional and social media marketing experience
- Administrative/secretarial experience
- Excellent IT skills
- Excellent interpersonal and communication skills
- Knowledge of race management administration

There is some scope to adapt the role to the skills and experience of the successful applicant.

Please contact sally@rs-association.com for an informal discussion, for the job description and to apply.

Please apply to sally@rs-association.com with CV and covering email by 4th July.