Hornet Services Sailing Club

Club General Manager

Candidate pack

January 2026

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1 Introduction

Thank you for your interest in Hornet Services Sailing Club. For sixty years, we have been proud to offer exceptional sailing opportunities to service personnel, veterans, and their families, fostering a strong sense of community and a shared passion for life on the water.

Our mission is to provide a safe, inclusive, and vibrant environment where members can enjoy sailing at all levels—from beginners to seasoned sailors. We offer a cruising calendar, racing, and social events throughout the year, ensuring that everyone has the chance to develop their skills, make new connections, and experience the enjoyment and thrill of sailing.

Hornet Services Sailing Club is more than just a sailing venue; it is a hub of camaraderie and tradition. Located in the heart of Gosport, we are privileged to operate in one of the UK's most historic maritime settings. Our dedicated team of staff and volunteers work tirelessly to maintain high standards of safety, hospitality, and excellence, so that every member feels welcome and supported.

This is an exciting time to be part of Hornet Services Sailing Club. We are investing in our facilities, expanding our racing and cruising programs, and planning new events to make the club experience even more rewarding. As the Club General Manager, you will be the focal point of these changes.

We look forward to welcoming you aboard and sharing the unique spirit of Hornet Services Sailing Club.

Paul

Paul Anderson
Vice-Commodore

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About us

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2 About us

Hornet Services Sailing Club

Hornet Services Sailing Club Limited (HSSCL) is a not-for-profit members' Club offering affordable sailing and social facilities for anyone who is serving, or who has served in the Regular or Reserve Armed Forces, or MOD Civil Service. Our patron is HRH The Princess Royal, KG KT GCVO.

Located on a historic MOD site in Gosport, at the entrance to Portsmouth Harbour, the Club features:

- A 180-berth marina
- A Clubhouse with a 7-day a week bar and restaurant service, hosting numerous functions
- Several leasehold buildings (including Grade 2* listed)
- A boat storage park (including winter storage and maintenance)

The Club currently has 500 members, 180 berth holders, and an annual turnover of £1.1m. We have an active programme of both cruising and racing, including our Wednesday evening race programme run in conjunction with the Royal Navy Sailing Association (RNSA), and a varied social calendar.

The Clubhouse is open 7 days a week and offers a bar and food service with a range of functions throughout the year, and we also welcome visiting boats and those attending Joint Services Adventurous Sail Training Centre courses.

The Club was granted a 25 year lease in March 2015, with a right to renew for a further 25 years on completion. This lease has greatly increased the area available to the Club, enabling lay-up ashore of up to 200 yachts. A Roodberg transporter system, compatible cradles and new tractors have also been purchased. The Club, originally founded by a few keen Naval Officers in 1964, is thus safe in its present location until at least 2064 and will continue to support our members and berth holders for years to come.

Read the full history of the Club here.

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Job description

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Job description

Role details

Job title	Club General Manager
Hours of work	Full time
Working days	Weekdays with some weekends and evenings
Base	Haslar Road, Gosport, PO12 2AQ
Accountable to	Directors of Hornet Services Sailing Club Limited (Club Committee)
Salary	£50,000 - £55,000 depending on experience 3 direct reports (Manager-level). The total staff size is approximately 20, consisting of a mixture of salaried and zero-hours staff.
Benefits	• Pension (7% employer contribution) • Free on-site parking
Key working relationships	• The Commodore and Flag Officers in the day-to-day operations of the business • Club Committee Members in their role as Directors of the Club • Club managers and staff • Club members • Head of MOD Joint Services Adventurous Sail Training Centre and key support staff on day-to-day activities and infrastructure matters • Contractors for Club business • The Secretary of the Army Sailing Association (as a tenant) • Service sailing clubs and associations

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Job description

Role summary

The Club General Manager (CGM) is the most senior paid staff member, responsible for service quality, safety, and financial performance, supported by managers for marina, food services, bar/functions and finance/admin.

This broad role requires a versatile, accomplished leader with empathy for members, staff, the Armed Forces ethos, and the site's heritage. Experience in estate/facilities management, small business operations (finance, HR, legal, projects and health & safety), and stakeholder management is essential. Sailing and marina knowledge is highly desirable although not essential. Above all, the CGM must demonstrate commitment, and resilience and be able to inspire staff and deliver high standards for members.

Role purpose

- To provide centralised and general management of Club staff, marina, leased land, buildings and facilities, and associated support and administrative activities.
- To represent the Commodore and Flag Officers in their absence.

Key responsibilities and duties

Business planning and delivery

- Work with the Commodore, Flag Officers and other Committee Members to develop and implement Club policies and business plans.
- Supervise the Club's administration in all respects, including the operation of the Office, correspondence, and internal distribution of information, maximising the use of IT systems.

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Job description

Team management

- Provide effective and supportive line management of the Marina Manager, Food Services Manager, Bar and Functions Manager and the Finance and Administration Assistant, ensuring they are able to work to the best of their abilities.
- Motivate all members of staff to work as a team to generate loyalty and commitment, especially in time of change.
- Lead on legal issues and HR matters as needed.
- Plan and oversee training and development opportunities for all staff, and conduct Manager appraisals.
- Oversee staffing levels to ensure the day-to-day operations of the Club are delivered efficiently and to high standard.
- Oversee the recruitment of new staff members and the management of staff contracts.

Corporate governance

- Maintain a robust Health and Safety management system including Risk Assessments.
- Maintain an audit trail of mandatory checks to meet legislation and Club insurance policy requirements.
- Ensure accurate and timely reporting to the Club Committee, raising any significant risks and opportunities for discussion, mitigation and management.

Property and estate

- Ensure the security, safety, care and maintenance of all buildings and areas owned, leased or licensed by HSSCL, its surrounds and contents, including all assets, silverware, books and paintings.
- Ensure the provision of appropriate insurances, certification and compliance with health, safety, and environmental legislation are in place.
- Develop and maintain the long-term plan for the maintenance of the estate, property and other facilities to enable HSSCL to deliver its outputs and to manage budgets effectively
- Liaise closely with relevant MOD Authority to maintain areas of infrastructure shared between the MOD and the Club.

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Job description

Finance

- Exercise financial control over all aspects of the Club's activities.
- Oversee the correct accounting processes and procedures using the Xero accounting system.
- Assist the RC (Finance) in preparing monthly and annual accounts for approval by the Board, for audit and for the AGM.
- Monitor performance against financial and other targets, and make recommendations to the Board to ensure these are achieved.
- Carry out the essential day-to-day duties of the Finance and Administration Assistant in their absence.

Board and committees

- Act as the Company Secretary.
- Act as secretary to all Board, Executive Committee and Annual General Meetings.
- Establish committees and groups necessary for the efficient management of the Club.
- Assist in planning and promotion of the social programme.
- Represent the Club at the South Coast Sailing Club Secretaries' meetings.

Relationships and communication

- Maintain positive relationships and regular communication links with Members, external organisations, including other sailing clubs.
- Build successful working relationships with a diverse range of people, including the Landlord and Lease Holder.
- Act as the Club's Public Relations Officer.
- Market the Club's facilities for events and functions and aim to attract new members.
- Act as an editor of the website alongside other Club members.
- Attend key events in the Club calendar where required.

Membership

- Administer applications for new memberships and for yacht berthing.
- Bring to the attention of the Commodore and appropriate Flag Officer any breach of the Club Articles of Association or Byelaws.
- Maintain a database of membership details and ensuring the security of the data is held in accordance with GDPR.

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Person specification

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Person spec

Person specification

Criteria	Essential	Desirable
Qualifications, knowledge and experience		
• Relevant professional experience, including the management of a multi-functional organisation and strategic business planning and delivery	X	
• Facilities management, including overseeing infrastructure and maintenance projects	X	
• Strong understanding of financial management, including budgeting, forecasting, and day-to-day financial operations of a circa £1m annual budget	X	
• Management of Health and Safety, hold or willing to acquire during the probation period a NEBOSH and /or COSHH qualification	X	
• Driving licence and access to own vehicle	X	
• Use and management of current IT systems (Office 365, MS Teams) plus Data Security	X	
• Working understanding of the application of employment law and GDPR	X	
• Comprehensive understanding of bar and catering principles	X	
• Broad understanding of Marina facility management including relevant legislation		X
• Working with Government property Agencies		X
• Formal education to degree level		X
Management and teamwork		
• Ability to build successful, working relationships with a diverse range of people	X	
• Provide supportive management to the staff team	X	

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Criteria	Essential	Desirable
Communicating and influencing • Strong verbal and written communication skills with ability to deliver fluently, concisely and succinctly in a friendly, welcoming and open manner	X	
• Proficient in using digital media and social networking platforms		X
• Media relations		X

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How to apply

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How to apply

Hornet Services Sailing Club are working exclusively with Charisma Charity Recruitment.

Your application should be submitted through the Charisma website, and include:

- A comprehensive CV
- A supporting statement, explaining how you believe you match the requirements of the role

For an informal and confidential discussion about the role, please contact:

Katherine Anderson-Scott, Executive Director of Charisma Charity Recruitment on 01962 813300 or email info@charismarecruitment.co.uk.

Charisma welcome and encourage expressions of interest from people of all backgrounds. We do not discriminate on the basis of disability, race, colour, ethnicity, gender, religion, sexual orientation, age, veteran status or other category protected by law.

Closing date: 3rd February 2026

Charisma vetting interviews must be completed by 12th February, prior to shortlisting on the 13th.

Interviews with Hornet Services Sailing Club: w/c 23th February onwards

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