

Job description for general manager

Position Title: General Manager

Department: Club Operations

Reports to: Club Board of Directors

Location Harrogate rugby Club HG3 1DQ

Period: Permanent

Hours: 45 hours P/W Full Time. The nature of this work will require evening and weekend work schedules

Position Summary:

The successful candidate will be responsible for all non-rugby aspects of the club. Working directly with and reporting to the Board of Directors you will be responsible for; staff management & development, weekend match day operations, food and beverage operations, hospitality and outside events.

The role will support the development of a wide-ranging team of volunteers and paid staff within the club to ensure the successful implementation of the clubs' action plans and income generation targets. The post holder must have high quality interpersonal skills, be able to motivate people and have a proven track record of working as part of a small team.

Knowledge of Rugby is desired but NOT essential as is experience in sports-based hospitality destinations.

Key Accountabilities

General Duties:

- Ensuring the Club is compliant with all relevant laws and regulations, including but not limited to health & safety, employment, licensing and equality legislation. Constantly updating and introducing the club's policies and procedures.
- Managing the Harrogate Rugby Club office and its staff, including 3rd party operators, contractors full and part time staff and volunteers.
- Working with the Board of Directors to achieve income targets throughout the club, whilst ensuring budgets are adhered to.
- Provide an ever-developing sales and marketing plan to maximise the income generated from both rugby and non-rugby activities.
- Ensure the clubhouse and grounds are maintained to a high standard.
- Provide monthly income and expenditure reports that include all rugby and non-rugby related activities.
- Establish optimal supplier relationships and pricing to deliver best value for the club across all purchases, such as food and beverage, playing kit and merchandise.

Commercial related Duties include.

- Manage and deliver 5 key events per annum, ensuring the income targets are met.
- Management and delivery of private functions and special events as required.
- Promote the venue in a variety of ways to ensure that income generation is maximised for the club.
- Actively seek opportunities to develop relationships with external companies to increase income through events.

- Obtain a match-day sponsor for each home match.
- Confirm player sponsorship for all first team squad members.
- Work with the board to identify additional advertising and sponsorship opportunities.

Operational Duties

- Total Operational management and control of the clubhouse
- Management of all Bar and Catering activities
- Ordering and purchasing for all bar and catering needs
- Management of bar and cellar activities
- Recruitment, retention and training of all bar and catering staff

Personal Specification

Essential

- Full Clean Driving Licence
- Self-motivated and good at working as part of a small team
- Organised and good attention to detail
- Skills in strategic planning
- Skills in financial planning
- Experience in creating relationships with local business
- Experience in events management and planning
- Experience with staff management
- Track record of increasing commercial income

Desirable

- Previous experience in the sports industry
- Database management skills
- Customer service skills

Salary

Harrogate Rugby club is offering a package totalling £45,000

This includes:

- A company vehicle
- Relocation expenses (if required)
- Annual Bonus Scheme

To apply for this position, please send your covering letter and CV to Mark Garret,
Mark.Garret@harrogaterugby.com by 12:00, 30/10/2023