

The Burton Rugby Football Club



Join us as we create the next 150 years of Rugby in Burton upon Trent

Founded in 1870



Events & Operations Manager

We are currently looking to recruit a highly motivated individual able to manage their own work activity and that of others to run the Clubhouse operation of Burton RFC providing outstanding service levels to members and external customers in both the traditional Rugby environment and in alternative ways to support the sustainable finances of the club.

About Us

The Burton Rugby Football Club dates back to 1870 and is the 25th oldest rugby club in the world. Having recently moved into a new £5m Development, commissioned on the 4th September 2021, within 33 acres of ground. There are 5 x full sized rugby pitches, 1 x full sized football pitch and 2 x U10 football pitches. The club house is a 2-storey building. The ground floor has 8 changing rooms, gym, cellar, kitchen, and a plant room housing our state-of-art ground source heating pump. The first floor has a main room, a smaller lounge area, committee room plus kitchen.

BRFC is a Community Amateur Sports Club (CASC) providing a focal point for the community. The membership is over 1000 members and growing. The club offers adult, junior and mini rugby alongside touch rugby. BRFC provides first class sporting facilities and can provide rooms for business meetings, host wedding receptions, christenings, and many other social events.

The current manager, having successfully steered the club through many challenges during the opening of the club, is retiring and we are searching for his replacement. Whilst the club is run on a voluntary basis, it does employ several committed full and part time staff in the bar and kitchen. The successful candidate will manage these staff on a day-to-day basis as part of their role along with liaising with all the other areas of the club.

Skills & Qualifications

- Organisational, administration and IT (essential)
- Communication – verbal & written (essential)
- Self-motivation and flexible (essential)
- Strategic planning (desired)
- Leadership (desired)



Key Responsibilities

- Ensure the clubhouse is fully operational and ready for use in line with agreed events
- Managing third parties to complete routine maintenance schedules for the club
- Liaising with senior management team to ensure smooth running of club functions and match day events`
- Work seamlessly with the Promotions Team (sub-committee of volunteers responsible for raising funds through sponsorship, events etc. and for raising the profile of the club in the local community):
 - Plan the associated bar and catering activities associated with events
 - Meet with existing and potential sponsors and act as an advocate of the club and what it has offer
 - Contribute to management of commercial related financial and budget activity alongside the Club Treasurer:
 - Monitoring data on sales levels for different types of events and use the data to pro-actively plan stock levels for similar future events.
- Manage Head of Bar and Head of Catering within budget and meet event demand throughout year
 - Drive training & development for all team members
- Ensure all risks within club are minimised, all relevant H&S regulations are adhered to by managing the clubs H&S policies on site and ensure all 3rd parties adhere to these.
- To be the primary contact for all bookings associated with the club facilities, ensuring all enquiries are responded to in a timely manner via booking system, telephone or email.



Experience

- Hospitality industry management, minimum 3 years
- Catering experience to deliver small to medium sized events
- Strong track record in bar management
- Personal Licence (APLH) & food hygiene certification
- Cellar management, stock control and cash management
- Leading and motivating a team of up to 20 people
- Be a champion of hygiene, cleanliness and standards

Remuneration

Remuneration will be competitive and commensurate with experience and role responsibility. It will likely comprise a fixed and performance-based element. Realistic OTE is between £23k - £35k.

Applications and how to apply

To register your interest in this role please submit a cover letter including salary expectations and your CV outlining your suitability for the position of Events & Operations Manager to the Club President Ian Cartwright by the 31st May 2022.

president@burtonrugbyclub.co.uk

Ian Cartwright | 07842 471 057

President – Burton RFC



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