

Job Description



Title: GENERAL MANAGER (PART-TIME)

Role purpose:

The General Manager will be responsible for delivery in the core operational areas of England Touch, with an initial focus on our membership, events and courses. They will also be responsible for delivery of the budget in these areas.

In particular, the key responsibilities include:

- Continue to manage and implement our Return to Play, leading the engagement and ongoing discussions with our members and broader stakeholders.
- Lead on membership relations, retention and engagement plans, ensuring positive relationships with our member clubs, leagues, regions and other entities.
- Development of our membership package, to one that is less based on a transactional offer of events and insurance. Seek to add value through coaching and refereeing development, marketing, regional development, facility and other support.
- Lead on our domestic events planning, delivery and development, working closely with our Events Manager to provide playing opportunities for all Touch players.
- Lead on the planning, delivery and development of our on-line and in-person courses and CPD programme, working closely with our Courses Manager.
- Delivery of budgeted incomes and costs for membership, domestic events and courses.
- Work closely with others across the organisation fostering a positive culture and collaborative working environment.
- Ensure effective internal controls and policies across all relevant operational areas, working with the Executive as required.
- Manage and report on relevant components of the budget, working with Finance Director as required.

Key skills, experiences and behaviours:

- Experience in a general management or operational role, ideally in the sport sector.
- Evidence of working with and managing a volunteer workforce.
- Anticipates and focuses on outcomes, working to agreed targets.
- Effective planning and organising skills.
- Ability to develop and maintain strong relationships, both within and outside the organisation.
- Works with and can influence others to achieve desired outcomes.
- Teamwork – capable of leading others and being an effective team member.
- Ability to respond to current issues and opportunities.
- Understanding and ability to work in formal and informal structures.

Qualifications (desirable)

- Evidence of CPD gained in business management, sports management, or leadership.
- Knowledge, relationship or background in Touch, or an alternative sports' governing body.

Hours required:

- This is a new role and is focused on delivery and achieved outcomes. It is envisaged this will be a part-time position, based on an average 25 hours per week, but alternative work patterns can be negotiated.
- Flexible hours of work with attendance at meetings and events, which maybe out of normal working hours, should be expected.

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Reports to: This post will report to the Chief Executive Officer.

Management responsibilities: The General Manager will have direct line management of the volunteer positions of Membership Officer, Events Manager and Courses Manager. They will also work closely across other areas of the organisation, particularly those linking to operational delivery.

Locations: Work from home and various locations as and when required.

Contract type: This is a permanent position, but it will be subject to an initial three-month probation.

Salary: Competitive basic salary of full-time equivalent £20,000-£25,000, pro-rata to hours required. Performance-related bonus, holiday entitlement and pension.

Other:

- Capacity to work outside of normal working hours and undertake travel as required.
- Current drivers licence.