



Job description – General Manager

An exciting new opportunity has arisen at Canterbury Rugby Football Club (CRFC). We are currently seeking a General Manager to oversee the Club's daily operations and manage its business aspects. The primary duties of the post holder will include reviewing and implementing operational procedures, HR, staffing, finance, assisting section heads and ensuring the day-to-day smooth running of the Club alongside the Executive Committee.

About Canterbury RFC:

Canterbury Rugby Football Club (CRFC), first established in 1929, has a rich rugby history and was the first East Kent club to achieve National League status. CRFC currently plays at Level 4 within the RFU Leagues. Alongside the 1st XV, the club also runs 5 further senior sides -

- 2nd XV (Pilgrims) – Kent Invicta A
- 3rd XV (Development) – Kent 3 Rural
- 4th XV (Deacons) – Kent 5 Rural West
- 5th XV (Zingari) – Kent 5 Rural East
- CRFC Women - Women's NC 1 South East (East)

CRFC also runs a wheelchair side, a very busy touch section as well as age group rugby from u6s to u18s, amongst which we have two undefeated Colts teams this season, a developing girls section and is home to the local Rugbytots franchise. We are committed to progression through the game from Mini and Youth all the way through to our senior teams.

The Club has very close connections with the local community through very strong partnerships with businesses. It holds several very successful fund-raising events on an annual basis.

The Club is also home to CT Barbell, strength and conditioning gym, and Saucy Flo's pop-up restaurant and club caterer, both operated independently from the Marine Travel Ground.

Role type:

Full-time, Part-time, Permanent

Location

The Marine Travel Ground, Canterbury, CT4 7DZ

Reporting to

The Club Chairman

Duties and responsibilities

- Overseeing the management & operation of the Club and carry out policies laid down by the Chairman and the Club Committee
- Oversee, with the assistance of the Club Treasurer, preparation and development of budgets and financial plans.
- Produce and oversee an innovative and creative sales and marketing plan
- Motivating and leading a team of staff at all levels to achieve Club objectives.
- Ensuring the clubhouse, players' facilities, pitches, grounds, and other facilities are always presented to the highest defined standards for members and visitors.



- 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.
- Demonstrate excellent communication skills as well as manage media and other external communication.
- Representing the Club professionally in its dealings with all third parties including the franchised on-site gym and restaurant.

Person specification:

Experience

- Strong track record of providing service excellence in a hospitality and/or sporting environment
- Proven commercial acumen with a record of raising business levels through membership, function and ticket sales

Skills & abilities

- A clear understanding of the issues affecting the sports club industry and solutions to the problems
- Demonstrate management and administrative skills with a well organised and efficient style
- Have competent IT skills with an understanding of sports specific membership and diary management

Personal qualities

- First class communication, leadership, motivation, and diplomacy skills.
- An appreciation of rugby and its traditions within a commercially focused environment
- A hands-on work ethic and a flexible approach to working hours and working weekends and evenings.

CRFC is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo appropriate child protection screening, including checks with the past employers and the Disclosure and Barring Service.

Salary

An attractive package commensurate with experience is on offer. There is no accommodation with the role.

To apply, candidates should send a letter highlighting their motivation for the role and relevant experience with an up-to-date CV by 12.00 pm on Monday 9th May.

Address to:

Giles Hilton
Chairman
Canterbury RFC
The Marine Travel Ground
Merton Lane North
Canterbury
CT4 7DZ



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one club

#OneClub

At CRFC, we are committed to making equality, diversity, and inclusion part of everything we do – from how we run our club to the welcome we offer all who visit us.

CRFC strives to fulfil that vision. We are a growing club with ambition of growth, which brings an elevated level of responsibility to everything we do, including a workforce that's representative of our rugby family, and a workplace that creates a sense of belonging for everyone. Are you ready to be a part of our #OneClub?