

General.

BRFC = Barnstaple Rugby Football Club

BRL = Barnstaple Rugby Ltd

The successful candidate will work under the umbrella of BRFC for both organisations but will be employed by BRFC

Hours.

Part Time - 20 hours per week. No paid overtime unless by prior agreement.

Flexible hours. Working pattern to be agreed but will include some early evening work for committee meetings.

Holiday entitlement - 112 hours holiday per year. No bank holiday entitlement. Maximum single period of leave = two weeks.

Place of work. Postholder will work partly from home and partly from BRFC Clubhouse, Pottington Road, Barnstaple.

Remuneration.

£15.00 per hour.

Pension entitlement mandatory but optional for post holder.

Probationary period. The post will be subject to a three-month probation period.

Qualifications and experience.

Postholder must have experience in office management preferably within an organisation.

Postholder must be conversant with Microsoft Office and Xero (Accounting) software operating systems.

Job Description

- i. Provision of administration cover on behalf of BRFC and BRL as required.
- ii. Support the committee members in the provision of research and guidance regarding: management of the club, policies, statutory obligations and procedures of best practice in accordance with:- the clubs constitution, Devon RFU, the RFU and insurers requirements.
- iii. Management of committee schedules and work arising from Committee meetings.
- iv. Management of BRFC and BRL accounts using Xero software to include; some data entry, payroll, budgeting and budget monitoring, reporting to treasurer/committees/accountant.
- v. Liaise with all sectors of the Club's management team to provide support as required.
- vi. Liaise with and provision of support to Club volunteers.
- vii. Undertake promotional work on behalf of the Club/Commercial Committee.
- viii. Additional duties as reasonably requested.

Duties

The duties expected of the Postholder include, but are not limited to:

Administration and Advisory -

- Provide a primary point of contact for the Club for emails and post.
- Manage the Club's administration including:

- Maintain a system of accurately, electronically filed records, plans, documentation and correspondence.
- Maintain Club hardware and software, ensuring a regular and safe backup system is in place (icloud or similar).
- Co-ordination of regular Club committees, preparing agendas, taking minutes and conducting work arising from these meetings as requested. (Note: - Club committees take place for approximately 1 to 1.5 hours in the evenings and approximately once a week)
- Support the committees in the provision of research and guidance regarding: the management of BRFC, policies, statutory obligations and procedures of best practice in accordance with:- the clubs constitution, DRFU, RFU and the insurers requirements.
- Support the development and implementation of the Club's long term planning objectives in conjunction with the Club's committees.
- Liaise with relevant persons to maintain and/or update the Club's website and social media presence.
- Maintain Sponsors Google Calendar.
- Ordering of consumables and goods on behalf of the club.

Management of Committees and work arising from Committee Meetings -

- Provide administrative support and advice to the committee members to ensure the smooth running of the club and adherence to the constitution, legal and statutory obligations;

Management of BRFC accounts

- Assistance to Treasurer and Book Keeper of the Club's accounts to include:
 - Help to maintain accurate and up to date club accounts on Xero software.
 - Help with Payroll administration to include pension requirements, monthly/quarterly reporting and year end procedures.
 - Help manage the club's financial liabilities
 - Provide advice to Club Treasurer/committee members regarding financial matters as appropriate
 - Management of petty cash &/or banking (where required).
 - Primary contact with the Club's Treasurer and accountant to ensure the accounts are being managed in accordance with Club's constitution and committee directives.
 - Help with the management of the clubs online banking system.
 - Support the development, implementation and monitoring of an annual budget where required by the Treasurer.
 - Assist Treasurer and Club Officers with Financial Risk management annual review.
 - Manage the Club's annual contracts, licenses and leases (where required).

Liaison with all sectors of the Club's management team to provide support as required.

- Act as primary contact for club sponsorship enquiries, supporting events and marketing.
- Provision of administrative support to Bar manager, ground staff and catering staff where appropriate to ensure the smooth running of the club.

Liaise with and support club volunteers (vi)

Support a variety of club volunteers with the provision of information regarding their roles if required.
Recruitment of additional volunteers.

Fund raising.

- Undertake fundraising work as appropriate.

Additional Duties (vii)

- Additional duties relating to the Club that the Chairman or Treasurer may reasonably require.
- Undertake any training required.