



## **Devizes Rugby Club**

### **CLUB MANAGER – part time**

#### **JOB DESCRIPTION**

##### **THE ROLE**

The primary role of the Club Manager is to efficiently manage the day-to-day operations of the Club, whilst developing and promoting new business.

Management and organisation are essential skills for the role, as is a practical, `hands on` approach to all aspects of the club`s activities.

##### **SKILLS, EXPERIENCE AND ADDITIONAL REQUIREMENTS**

- Experience in management and administration is preferred, ideally gained from the licenced hospitality sector
- Work hour flexibility - working weekends, Bank Holidays and evenings will be required
- A `can do` attitude and hands-on approach to the day-to-day running of the club

##### **KEY RESPONSIBILITIES**

- **Day to day operation & administration of the club**
  - Manage the Club Diary
  - Build relationships with members / rugby & local community / suppliers
  - Organise maintenance visits - ensure access to the clubhouse when required
- **Event Management:**
  - Single point of contact for all external hire enquiries
  - Employ, train and manage event staff /rotas
  - Help create menus/budgets and pricing
  - All invoicing/data entry for event bookings
- **Bar Management:**
  - Employ, train and manage bar staff
  - Organise adequate staffing for all rugby commitments, events and functions
  - Set profit margins and review suppliers to maximise profitability
  - Maintain stock levels and manage stock checks
  - Undertake regular banking
- **Rugby** (knowledge of the game greatly helps)
  - Rugby/event calendar management
  - Clubhouse organisation for start/end of season

##### **What we can offer you:**

- A part-time contract is on offer, subject to a three-month probationary period
- Working hours averaging 20 hours per week. We are exceptionally flexible on the working hours out of season but expect all events to be staffed. You will be expected to work longer hours in the rugby season and shorter hours off season.
- We offer a competitive salary
- Paid holiday. Related to the hours worked pro-rated and annualised.