

**General Manager Role (Part Time) – Hunslet RLFC**

**Address:**South Leeds Stadium, John Charles Centre for Sport

Middleton Grove LS11 5DJ

**Start Date**: By Agreement

**Hunslet RLFC** is a semi - professional rugby league club based in South Leeds. The Club currently play in League 1, the third tier of the professional game. The Club is the only wholly supporter owned professional team in the sport and is run largely by a volunteer workforce. Due to a long-standing volunteer stepping down from the role of General Manager, the Club is now looking to recruit a paid, part-time, General Manager. This is an exciting opportunity for the right individual to work with a progressive Board, helping to influence and grow the business in the local community.

**Duties**

The following list is not meant to be exhaustive but provides a flavour of the duties of the role:

* Carrying out administrative duties, using systems and processes relevant to the organisation
* Responding to enquiries and requests for information from other organisations and members of the public
* Ensuring administrative systems, processes and databases are efficient and professionally managed
* Administrative support to Directors, preparing and delivering reports to the Board as required
* Organising meetings and other events
* Working with students or young people
* Liaising with local sports organisations, other Clubs and the RFL
* Consulting with stakeholders, members, the local community, and local sporting organisations
* Managing budgets and operating financial controls
* Undertaking or commissioning research and collating, mapping, and monitoring data
* Producing promotional literature, reports and event materials and liaising with comms and marketing team
* Managing and running an office

**Requirements**

The Role will have the following requirements:

* To work 20 hours per week on a flexible basis
* Ability to work from home
* Access to, and willingness to use, own IT Equipment / Mobile phone
* Report directly to the Chairman
* Attend Board Meetings
* Attend Sub – Committee Meetings as required
* To agree to be bound by collective responsibility
* To be prepared to sign Non –Disclosure agreement regarding sensitive Club information
* To confirm they have no outstanding or previous convictions / CCJ’s / bankruptcy proceedings
* To confirm that they hold a full driving licence and have access to a personal vehicle

**Person Specification**

The Ideal applicant will have the following skillsets:

* A strong interest in sport, particularly Rugby League, and an awareness of the issues affecting the game
* Good IT and administrative skills with a high level of attention to detail
* Commercial awareness and a professional approach
* A high degree of self-motivation and a drive for change and improvement
* An enthusiastic, open, and approachable personality and resilience to deal with uncertainty
* The ability to build and maintain effective relationships and to communicate well with a variety of people
* Good planning, organising and time management skills
* The ability to work well in a team, in a dynamic and customer-focused environment
* The ability to project a positive image of the Club to people at all levels.
* A Degree or background in business and / or management
* A commitment to work flexibly, both in terms of days / hours and as the role requires
* A Commercial awareness and a professional approach

**Applications**

Hunslet are committed to equality of opportunity for all and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. Interested individuals should send in their CV together with a personal statement, no more than two sides of A4, outlining their interest in, and suitability for, the post. In addition, applicants should either provide the name of 2 independent referees or include formal references with their application. Applications should be sent to info@hunsletrlfc.com

**Remuneration Package**

This will include:

* Salary – £10 - £15 Hourly rate, negotiable based on experience
* Pension
* Expenses
* Annual Leave
	+ 20 days per year plus Bank Holidays

**Timeline and Process**

* Deadline for applications: 30 April
* Sift: Week commencing: 03 May
* Interviews: Week commencing: 10 May

(Due to Covid restrictions it may be necessary to hold interviews remotely)

**Further Information**

For further information on the Role please email info@hunsletrlfc.com with your query or telephone number and we will get back to you.