

Job Description

Job title: Head of Community for Chinnor RFC Thame with Community Group Ltd

Hours: 37.5 hours per week

Salary: Dependant on experience

Reports to: Managing Director of Community Group Ltd

Direct/indirect reports: 1 direct / 2 indirect

Introduction

Community Group and Chinnor RFC Thame have been in partnership for 3 years building a reputable community department that delivers not only rugby coaching but sports coaching across the primary, secondary and independent sector.

The Head of Community will lead our work in the public and community sector, working predominantly with schools and companies in delivering sports coaching of the highest standard.

The post holder will be required to manage coaches and staff and will also be responsible for reporting directly to the Managing Director of Community Group Ltd.

This role is responsible for leading sports coaching programmes with schools and organisations and will be required to gain and manage contracts of coaching. An emphasis will also be placed on working with our internal bid writers on applying and delivering programmes of engagement through successful bids for funding. Hospitality and experiences on home match days and school holiday camps throughout the season/year will also be important factors in engaging the community. Community Group Ltd has a long and distinguished background in operating and delivering community departments for organisations for both revenue growth and community engagement.

Part 1: Job profile

1.1 Main purpose of job

This role is responsible for leading and managing sports coaching within schools and for organisations, specifically growing and sustaining contracts and executing projects through grants and funding. It will also be solely responsible for all community initiatives for Chinnor RFC Thame.

1.2 Position in organisation

This role reports to the Managing Director of Community Group Ltd and manages staff working for the community department.

1.3 Working contacts

Internal

The post holder will work with all staff teams, both through administration and community team particularly those responsible for coaching in the community and developing contracts and relations across schools. The post holder will have regular contact with board members of the club.

External

The post holder will represent Chinnor RFC Thame as Head of Community Department, liaising with local authorities, schools, organisations and government bodies.

Part 2: Key duties and responsibilities

2.1 Team and area leadership

- ✓ Work and lead with a team of sports coaches
- ✓ Work with Mini, Junior and Youth coaches on delivery to all age groups

- ✓ Lead Coach Education sessions and seminars for all club coaches.
- ✓ Lead strategic planning across all schools and organisations in delivering sports coaching and projects
- ✓ Manage and control contracts with schools and projects for organisations
- ✓ Promote Chinnor RFC Thame within the community
- ✓ Manage and oversee profit and loss records each month
- ✓ Work closely with other teams and departments connected to NGB's to ensure our offer to communities is continually providing quality sports coaching across the community.
- ✓ Organise and facilitate match day experiences including guard of honours and mini tag festivals on match days
- ✓ Oversee the continued upskilling of coaches and to regularly observe high quality coaching and feedback

2.2 Finance and business development

- ✓ Work with the finance team to ensure effective budget and financial management across the community department through Community Group
- ✓ Lead and support teams' relationship management and reporting (financial and progress) to funders and key partners
- ✓ With senior management colleagues, develop sustainable business models to generate income
- ✓ Lead communication, marketing and sales activity related to community programmes to meet agreed sales targets
- ✓ Work with the development team to generate funding to deliver community programmes

2.3 External relations

- ✓ Ensure the Chinnor RFC Thame brand is a trusted, highly regarded and highly visible brand in the community
- ✓ Manage and grow our network of contracts for schools and organisations continually building positive relations
- ✓ Present our work at conferences, meetings and other events
- ✓ With the communications team, deliver effective internal communications to staff on the community, including reporting against our impact and levels of commitment

2.4 Innovation

- ✓ Stay up to date with local policy developments, structures and research to identify opportunities and inform our work
- ✓ Devise and design new programmes, content and responses to address issues within sport and rugby directly

Part 3: Person specification

3.1 Essential experience

- ✓ Experience in delivering sports coaching to schools
- ✓ Team and/or organisational leadership
- ✓ Strategic planning and forecasting for all coaching throughout the school year and full calendar year
- ✓ Generate new initiatives and projects for new/current key partners
- ✓ Work closely with bid writers and organisations for funding opportunities
- ✓ Partnership working with local authorities, public health, communities or other local stakeholders

- ✓ Effective income generation
- ✓ Minimum RFU Level 2 coach
- ✓ Approachable and energetic

3.2 Knowledge

- ✓ Communities and surrounding areas to Chinnor RFC Thame
- ✓ Effective approaches to Rugby Union development
- ✓ Principles of effective marketing and communication strategies
- ✓ Sports provision offered to both state and independent schools

3.3 Skills

- ✓ Excellent written and spoken communications to a variety of audiences, including academics, senior leadership team representatives of schools, local authority and commercial representatives
- ✓ Ability to keep to tight deadlines and to work effectively under pressure
- ✓ Business acumen
- ✓ Excellent information management including digital information management
- ✓ Excellent partnership development and management

3.4 Other

- ✓ Commitment to the safeguarding of children and young adults
- ✓ Commitment to equality and diversity
- ✓ Strong interest in Rugby Union coaching

Part 4: Summary of terms and conditions of service

- ✓ Location: The post holder will be an employee of Community Group Ltd. The post is based at Chinnor RFC Thame, Rectory Pavilion, Kingsey Road, Thame OX9 3JL
- ✓ Notice & Probation: This post is subject to an 8-week notice & probation period.
- ✓ Annual leave: The annual leave entitlement is 21 days per year pro rata. In addition, the office is closed between Christmas and the New Year. It is advised that holiday should be taken out of the rugby season and the school academic year.
- ✓ Expenses: The role will require travel within the UK. Out-of-pocket expenses will be paid when incurred in accordance with our expenses policy and agreed prior with Managing Director of Community Group Ltd.
- ✓ Safeguarding: The post holder will adhere to Community Group & Chinnor RFC Thame safeguarding policy for children, young people and vulnerable adults. This post is also subject to a Disclosure and Barring Service check.

CLOSING DATE & REQUIREMENTS FOR APPLICATIONS

- Closing date for applications is 12th November 2021
- Please send a covering letter stating salary expectations, up to date CV and notice period to simon.price@community-group.co.uk

Community Group Ltd. is committed to having a workforce that promotes inclusivity and celebrates diversity. Community Group Ltd. are an equal opportunities employer.

Community Group Ltd. is committed to safeguarding and promoting the wellbeing of children and adults. This post is subject to an enhanced Disclosure and Barring Service check.