



ROLE DESCRIPTION

ROLE TITLE	CHAIR OF COMMERCIAL
REPORTS TO	CLUB CHAIR
DIRECT REPORTS	COMMERCIAL COMMITTEE
GRADE	VOLUNTARY NON-PAID POSITION

NATURE AND SCOPE

The Chair of Commercial's role is focused on areas of income generation for the club, via partnership with local businesses. As Chair of Commercial you will also responsible for working with the Commercial Committee to secure and manage commercial partnerships, oversee the clubs commercial needs, handle daily business issues, manage club business associations, and recognise business opportunities.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

- Liaise with the Board to develop a commercial strategy for BRFC
- Generate income for the club by maximising its partnerships with all businesses.
- Minimise costs and look for opportunities long term
- Open the club up to the wider community for functions like corporate events
- Oversee the management of all corporate events in liaison with the Chair of Clubhouse and Grounds and the Social Committee
- Support and liaise with Chair of Marketing to ensure BRFC remains a credible commercial partner to include consistency of branding, PR and marketing, social media and networking existing sponsorship proposals, development of new sponsorship/partnership proposals and follow-up of all commercial leads
- Support and Liaise with Commercial Committee to ensure the maintenance and management of relationships with existing and potential sponsors and partners, initiation of and hosting hospitality opportunities
- Maintain accurate record of sponsorships and partnerships electronically and in hard files to ensure accurate reporting to partner's financial management
- Work with the board members to negotiate contracts and prepare and submit award entries and grant applications
- Work with the Board to set the income target for the year
- Manage the expenditure of the commercial budget across the year
- Able to demonstrate the highest professional and personal integrity
- Communicate effectively and to present a highly professional image when representing BRFC
- Act as an ambassador for, and promote the best interests of BRFC at all times, including the promotion of the BRFC and RFU Core Values
- Undertake such other duties as maybe required from time to time as are consistent with the responsibilities of the post and the needs of BRFC.

PERSON SPECIFICATION

QUALIFICATIONS AND EXPERIENCE



- Current RFU Enhanced DBS disclosure (or willingness to obtain one)
- Recent and relevant experience of working with, or in sports clubs and preferably in a rugby environment.
- Experience of working with other agencies in business or sport
- Practical involvement in sport (preferably Rugby) as a player, coach or other volunteer
- Ideally some background in a voluntary sport operation – as a professional or volunteer

SKILLS & PERSONAL ATTRIBUTES

Ideally, you'll need to be:

- An experienced and effective manager
- Confident and good at communicating
- Able to demonstrate the highest professional and personal integrity
- Well-versed in the running of the club
- Analytical and good at solving problems
- Familiar with good business and financial practices and procedures
- Business minded and well organised
- Tactful and diplomatic

ADDITIONAL INFORMATION

How much time it will take up:

Approximately 8 hours per week

What you'll get out of it:

In managing one of the most vital areas of the club, from income streams to corporate identity, you'll take on a lot of responsibility. You'll meet a wide range of people and get great satisfaction from seeing the reputation and image of the club flourish and the sponsorship deals negotiated by your committee directly benefit the club.

All Role Holders must maintain an appropriate standard of confidentiality. Any disclosures of confidential information (including personal information kept on computer or other media) made unlawfully outside the proper course of duty will be treated as a serious disciplinary offence.

Personal circumstances must allow the candidate to work extended hours on occasion during times of peak activity.

The role description, person specification and responsibilities may be subject to change at the discretion of the BRFC and in accordance with business/organisational developments. Any changes will be communicated to the role holder as appropriate.