



## ROLE DESCRIPTION

<b>ROLE TITLE</b>	<b>CHAIR OF CLUBHOUSE AND CHAIR OF GROUNDS (can be undertaken by one individual or as separate roles)</b>
<b>REPORTS TO</b>	<b>CLUB CHAIR</b>
<b>DIRECT REPORTS</b>	<b>CLUBHOUSE MANAGER / BAR MANAGER / CATERING MANAGER, GROUNDS TEAM</b>
<b>GRADE</b>	<b>VOLUNTARY NON-PAID POSITION</b>

## NATURE AND SCOPE

As Clubhouse and Grounds Chairpersons, you're in charge of what happens inside the club and outside on the pitches, everything from the main club facility, changing rooms, pitches, spectator stand and car parks.

You'll plan their effective use, maintenance and manage associated budgets. It is your role to ensure all these facilities reflect the status of the club.

## KEY ACCOUNTABILITIES AND RESPONSIBILITIES

- Manage all club facilities, plan and budget for club and grounds maintenance and advise on any required improvement/remedial works to the club
  - After a game, oversee the cleaning of the grounds/facilities and ensure everything is restored to how it was before the game
  - Look after the general upkeep of the facilities and ensure that everything complies with health and safety standards, to ensure that everything in the clubhouse and on the grounds is safe for players, spectators, staff and visitors
  - Manage all outside contractors and monitor quality of work
  - Chair team and staff meetings as required
  - Provide leadership to all members of the clubhouse and grounds teams
  - Ensure that the clubhouse and grounds teams adhere to the BRFC Facilities budget
  - Write clubhouse and grounds reports for board meetings
  - Recruit and manage a team to help maintain the grounds, buildings and manage improvements
  - 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.
- Grounds Chair specifically:**
- Allocate and manage all pitches
  - Undertake pitch inspection to ensure a safe playing environment for all, advising on pitch conditions and the playability of pitches during the season
  - Liaise with Basingstoke and Deane Borough Council to ensure that the grounds and pitches are playable and are maintained to the best possible standard
- Clubhouse Chair specifically:**



- Liaise with the Clubhouse Manager, Bar Manager and Kitchen Manager to ensure smooth operations in each area
- Manage the services for the club including power, lighting, water supply, telecoms, security and cleaning services

## 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:**

- Well organised
- Friendly and approachable
- Good with figures
- Calm under pressure
- Health and safety minded
- Not afraid to get your hands dirty

## ADDITIONAL INFORMATION

### **How much time it will take up:**

Approximately 10/15 hours per week.

### **What you'll get out of it:**

This is one of the most varied roles in the club. There's a lot of work that goes on behind the scenes to keep things running smoothly.

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.