



ROLE DESCRIPTION

ROLE TITLE	CLUB DATA OFFICER
REPORTS TO	CLUB CHAIR
DIRECT REPORTS	N/A
GRADE	VOLUNTARY NON-PAID POSITION

NATURE AND SCOPE

A Club Data Officer oversees the collection, management, and storage of data across the organisation. They are responsible for analysing and deriving insights from data to inform business strategy and value, developing and governing the data and information strategy in order to drive business decisions and growth. As Data Officer you will develop data procedures and policies, and work closely with various colleagues to collect, prepare, organise, protect and analyse data assets while ensuring that the club meets industry best practices and legal requirements. Other duties will include where possible improving and streamlining data systems within the organisation, and driving innovation. Data Officers form part of a club's executive Committee.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

- Thorough understanding of the business and data strategy
- Designing and implementing data strategies and systems
- Overseeing the collection, storage, management, quality and protection of data (three main databases are GMS, In Touch and Stockade)
- Implementing data privacy policies and complying with all data protection regulations
- Determine where to cut costs and increase revenue based on insights derived from data
- Effectively communicate the status, value, and importance of data collection to Executive Committee, staff and volunteers
- Help set and maintain data security standards
- Work with and support staff who manage/maintain databases in their day-to-day role – such as the Admin Assistant, Bar Manager, Hon Sec, Social Media Manager, Website Administrator, to record and manage data/document security breaches and risk assess the damage they may cause
- 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, and/or experience of working within a a voluntary sport operation
- Background in Information Technology and data management or related field is advantageous



SKILLS & PERSONAL ATTRIBUTES

Ideally, you'll need:

- Strong leadership and communication skills
- Project management skills
- Confidence and good at communicating
- Familiar with good business practices and procedures
- Well organised with an orderly, analytical approach
- Professionalism and ethical behaviour

ADDITIONAL INFORMATION

How much time it will take up:

Approximately 4 hours per week.

What you'll get out of it: This is a vital role within a community club handling large volumes of data for all its stakeholders - as the club's data officer, you'll have a direct hand in ensuring the club is operating within best practices and legal requirements – it's a demanding role, but incredibly important to the success of 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.