

Tyne Amateur Rowing Club

Club Manager

Introduction

If you are looking to make a name for yourself in the field of Venue/Event Management, have a passion for rowing and community involvement, boundless energy and ideas and a sound eye to business management then we may have your 'dream' job! We are looking for someone who can, quickly develop robust business management systems, generate income streams, think charitable and act commercial and are hungry for success. If after reading the details below you would like to apply for the post please send a copy of your Curriculum Vitae including the names of two referees with contact details together with a brief covering letter explaining how you meet the post criteria to Club Captain at captain@tynearc.com by 12 noon on 3rd August 2018.

Background

Tyne Rowing Club was formed in 1852 and is one of the oldest sporting clubs in England. It has a well-deserved reputation as being a family friendly community orientated club, providing opportunities to row at all levels on one of the best stretches of water in northern England. Its new purpose - built club house was opened in June 2016 and later that year the club became a registered charity with the recent incorporation of a trading arm. It has over 200 members, hosts both regional and national rowing events, and as well as excellent training facilities also has a well - supported bar and kitchen.

What we want to achieve.

With the exception of a professional bar manager and support staff the club is managed entirely by volunteers. Although this arrangement has been very successful in achieving the thriving club we now enjoy it is recognised that the enterprise is now at the level where we require a dedicated professional to manage the club's (non- rowing) affairs. The relatively short term aim is to ensure we have the business infrastructure in place to be confident we are fulfilling all the club's statutory/legal requirements and providing for the

smooth running of all the club's activities. The medium – long term ambition is to do that and to generate compatible use of the club's facilities and with it revenues which can be used to further the club's charitable objectives.

Job Summary

The position of club manager is offered on a 1 year fixed-term contract with the expectation that by month 9 the post holder will have established all the systems, procedures, networks etc necessary for the smooth running of the business/club and started to develop proposals for revenue generation. At that point, the club is prepared to enter into discussions with the post-holder about the possibility of an incentivised permanent contract.

Responsibilities of the Club Manager

- To establish IT-based systems (accessible by nominated officers of the club) which provide for ready oversight of all the club's activities and compliance with statutory/legal/regulatory requirements.
- To ensure the club is complying with relevant H&SW, Fire, Licensing and Food Hygiene regulations.
- To line manage all staff and act as the primary communication channel with officers of the club.
- To grow, stimulate and co-ordinate club volunteers.
- To oversee and co-ordinate all major club events and have responsibility for all commercial activities (including revenue generating rowing events) within the club.
- To oversee the effective and safe operation of the kitchen facility and review different models of catering provision.
- To liaise with the membership secretary in developing and maintaining an IT based interactive membership management-list system.
- To develop interactive information systems to aid the efficient compilation of grant/sponsorship applications and a clear understanding of club usage patterns.
- To review maintenance standards within the building and in liaison with the treasurer procure appropriate remedies.
- To develop networks with partner and community organisations in exploring revenue generating opportunities.

- To strive to ensure that non-rowing/commercial usage of the club house does not interfere with the primary purpose of the club- to provide accessible rowing.
- To act as an ambassador for Tyne Amateur Rowing Club.
- To provide the Club treasurer with timely information.

N.B. This is a new developmental post and it is likely that the post holder and/or club officials may identify other related tasks and responsibilities.

Person Specification

- Good knowledge and experience in introducing and maintaining accessible IT systems (E)
- Understanding of statutory/regulatory requirements of sports clubs (E)
- Business Acumen (E)
- Team Player and excellent communicator (E)
- Experience in managing organisations/staff (E)
- Experience in procuring 3rd party services (E)
- Ability to work flexible hours (E)
- Interest/understanding of the sport of rowing (E)
- Commitment to Community Involvement and equality of opportunity (D)
- To attend appropriate club meetings as required (E)
- Leisure management/Event management experience. (D)
- Experience of catering/bar management (D)
- Knowledge/experience of working in voluntary/charitable sector (D)
- Experience of working with volunteers (D)
- Experience in fund-raising/grant applications (D)
- First Aid qualification (D)

NB. An enhanced DBS certificate will be required before appointment.

We Offer;

- Fantastic Clubhouse
- Free access to Gym and Club Facilities*
- Flexible Hours
- Friendly atmosphere
- Freedom to achieve your potential
- Further incentivised contract**

*Rowing strictly at the discretion of Club Captain

** Subject to successful initial contract/funding availability

Salary is dependent on experience and negotiation but in line with Industry rates.

We don't want to define the time commitment for this new post – we want the post holder to do whatever is necessary to make the job an outstanding success for both the club and themselves. We are more interested in achieving outcomes than number of hours worked, albeit, there will be a need for the post holder to have a demonstrable presence at the Club and to attend major events hosted by the Club.

We would hope to interview successful applicants on Friday 17th August.

For further information about Tyne Amateur Rowing Club please visit our website at; www.tynerowingclub.org

20 July 2018