



Job description

Job title: Head of Community for Bedford Blues Rugby Club

Contract type: 12 month Contract with Sports In Schools Ltd

Hours: 40 hours per week

Salary: Negotiable + full use of branded company vehicle

Reports to: Managing Director of Sports In Schools Ltd & DOR Bedford Blues

Direct/indirect reports: 2 direct / 3 indirect

Introduction

Bedford Blues Rugby Club is a Championship playing rugby club that has operated successfully in this league for many years regularly making the top 6. We feel the time is right to have a presence within the community in delivering sports projects and supplying quality coaching to schools and organisations. We are working towards achieving the goal of sustained support within the community through sports coaching with Rugby at the forefront. With over 250 schools and organisations across Bedfordshire, there is a wide range of opportunities to work within these groups and to build stronger links with current supporting brands.

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 Director of Rugby, and be expected to attend quarterly meetings with the Managing Director of Sports In Schools 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. This will also include hospitality and experiences on home match days and school holiday camps throughout the season/year. Sports In Schools Ltd has a long and distinguished background in operating and delivering community departments for organisations for both revenue growth and community togetherness.

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. It will also be solely responsible for all community initiatives for Bedford Blues Rugby Club.

1.2 Position in organisation

This role reports to the Director of Rugby 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 the Director of Rugby.

External

The post holder will represent Bedford Blues 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
- ✓ 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 Bedford Blues 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 community
- ✓ 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 Bedford Blues 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
- ✓ The post holder may also be required to undertake other activities as deemed appropriate by the Director of Rugby

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 Bedford Blues
- ✓ Effective approaches to Rugby Union development
- ✓ Principles of effective marketing and communication strategies

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 Sports In Schools Ltd. The post is based at Bedford Blues, Goldington Road, Bedford, MK40 3NF
- ✓ Notice: This post is subject to an 8-week notice period.
- ✓ Probation: This post is subject to an 8-week probation period.
- ✓ Annual leave: The annual leave entitlement is 28 days per year pro rata, plus bank holidays. 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.
- ✓ Pension: Sports In Schools Ltd will make a contribution into a pension scheme.
- ✓ 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 Sports In Schools Ltd.
- ✓ Safeguarding: The post holder will adhere to Bedford Blue Rugby Club's safeguarding policy for children, young people and vulnerable adults. This post is also subject to a Disclosure and Barring Service check.