



SHELFORD RUGBY CLUB

FACILITIES MANAGER

Overview:

Shelford Rugby Club is a busy and dynamic community rugby club with the Facilities Manager being responsible for ensuring that the clubhouse and other facilities are fully operational and ready to use. In performing this role, the post holder will be required to explore and implement all cost saving efficiencies and service improvements and will maximise and promote available commercial opportunities at every opportunity. The post holder will work closely with members of the Board and General Committee to assist in the future growth and development of the Club.

What you'll get out of it:

This is a highly rewarding and stimulating role in which you will be heavily involved in the in the day-to-day management of the Club and in developing the Club's facilities for all members.

Ideally, you'll need to be:

- Well-organised
- An excellent communicator
- Enthusiastic
- An ambassador for the Club, always representing the Club in a professional and friendly manner

What you'll do:

- Undertake the day-to-day management of all facilities at the Club.
- Be responsibility for clubhouse operations, seeking to ensure a consistently high standard of service and facilities for players, members and guests.
- Be responsible for ensuring that all areas of the clubhouse and grounds are clean and tidy.
- Be responsible for the promotion and booking of all the Club's facilities, including the 3G AGP.
- Promote all areas of the Club to present and new markets, seeking to expand social and corporate bookings.
- Support the Bar Manager in stocking and running the bar.
- Liaise with the Kitchen and Bar Committee to cater for events and to cater for members, guests and players on match days.
- As Health and Safety Officer, seek to ensure, as far as possible, that all club staff are legally compliant and fully trained with respect to hygiene, health and safety, fire and emergency procedures, security and first aid procedures.
- Maintain security of clubhouse facilities.
- Liaise and report to relevant club committees as appropriate.
- Undertaking other responsibilities and duties as agreed by the General Committee.

Responsible to:

Honorary Secretary