



Job Description - Club President (Key Role)

Role:

The President is the figurehead of the club, representing it at internal and external functions. This is non-voting role unless in the chair at club committees. In which case the Chairpersons casting vote applies.

Reporting Line:

Supporting committee role (in absence of Chairperson). Reports to board of Directors.

Key aspects of the role:

1. Act as the figurehead of the club. Be the welcoming face of the club, set an example that influences the way the club is perceived and represent the club at internal and external functions.
2. Provide advice and assistance as required Act as chair of the committee in the absence of the chair.
3. Provide advice and assistance to any of the officers of the committee as required. Act as a member of any sub-committee if required.
4. Ensure club meets all its compliance deadlines in a timely manner.

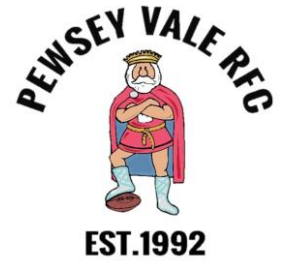
Person Specification:

Essential:

- Be prepared to act for the club for both internal and external functions.
- Understand and have previous experience of the working of committees.

Desirable:

- Considerable number of years as a member
- Previous experience of PVRFC committees
- Prepared to act as a neutral arbiter when chairing meetings.
- Welcoming and engaging personality.



Job Description - Club Chairperson (Key Role)

Role:

To provide vision, leadership and business planning to help develop all aspects of the club, from playing and team development to running the business and fundraising. Can use fair judgement and demonstrate reasonable impartiality when chairing the club committee and AGM meetings. Ensuring that support for succession planning is in place, for the benefit of all.

Reporting Line:

Club Director responsible for the overall running of the club. Chairs club committee.

Key aspects of the role:

1. Lead club meetings, chair Management Committee meetings, Emergency Committee Meetings, Sub-Committee meetings concerning club policies and Special/Annual General Meetings.
2. Work with the Honorary Secretary to prepare the Annual General Report from these meetings.
3. Implement policies and strategies. Use the latest RFU regulations to ensure health, safety and welfare policies are implemented.
4. Lead the creation and implementation of club development and business plans.
5. Ensure club is compliant with all external regulations necessary for running a limited liability company
6. Ensure club representation at the RFU AGM and local Constituent Body (CB) meetings.
7. Chair the club's disciplinary committee.
8. Act as Club Volunteer coordinator ensure a suitable succession plan is in place.

Person Specification:

Essential:

- Be able to demonstrate leadership skills in current or previous volunteer or business scenarios.
- Understand all aspects of club management.
- Ability to chair the club committee and be the driving force behind the club's development programme.
- Be capable of describing and communicating a future vision for the club's development.

Desirable:

- Previous experience with club committees.
- Good understanding of the club and the local community
- Represent club at various RFU regional committees.
- Be the driving force behind the club's development program.



Job Description - Club Treasurer (Key Role)

Role:

To manage club finances, contribute to business planning and review and recommend financial policies for the club to ensure that the finances work appropriately for the club.

Reporting Line:

Club Director responsible for the overall running of the club. Club Committee role.

Key aspects of the role:

1. Lead on all financial issues: Plan and monitor a budget each year; prepare and present the accounts for the end of year financial report. Keep the club committee informed of any trends and issues. Prepare club annual budget.
2. Manage financial transactions. In consultation with club nominated bookkeeper prepare and submit any relevant statutory documents, including VAT, tax, grant reports, etc. Ensure the club has paid relevant affiliation fees and necessary insurances. Working in conjunction with the membership secretary, monitor membership subscriptions income.
3. Monitor commercial activity. Oversee payments to suppliers and ensure that all appropriate documentation is obtained.
4. Manage and control all major financial systems in the club. Recommend use of assets and cash funds to the club committee.
5. Control club banking facilities, manage signatory requirements ensure financial disciplines are maintained.
6. Prepare and generate all invoices

Person Specification:

Essential:

- Time to manage club finances.
- Capable of managing professional personnel e.g., bookkeeper and banking preparing the clubs financial statements
- Understand the principle of budgeting
- Be competent in the use and understanding of financial spreadsheets.
- Be able to demonstrate previous responsible positions/employment.

Desirable:

- Have previous skills in financial affairs.



Job Description - Club Secretary (Key Role)

Role:

To provide an efficient administration service to the club, ensuring the club functions smoothly and effectively and be the communication link between internal and external stakeholders, including the Committee, sub-committees.

Reporting Line:

Reports to the Chairman. Club Committee Role

Key aspects of the role:

1. Manage and maintain record keeping. Manage all inward and outward club correspondence; manage all legal and insurance matters, in conjunction with other relevant members.
2. Lead meeting organisation, organise the AGM, Management Committee and club meetings, preparing agendas and paperwork, taking minutes and ensuring the distribution of the right paperwork to relevant individuals in the club.
3. Maintain communication between other bodies Communicate any important matters between the RFU, CB and leagues, demonstrating a thorough understanding of the rules of each respective body and provide all details as necessary to the RFU and other legal entities.
4. Maintain the club's electronic database and ensure all club records are available to appropriate volunteers.
5. Manage the Info@pvrfc.co.uk email and distribute enquiries and responses appropriately to/from club.
6. Provide support to the club's GMS database
7. Attend disciplinary meetings as the non-voting secretary

Person Specification:

Essential:

- Be IT literate, competent with Word, Excel and online management systems (Google Drive etc)
- Be able to demonstrate competence in written and verbal communications.
- Demonstrate good time management skills.

Desirable:

- Friendly outgoing personality.
- Understanding of RFU's GMS system.
- Good administrative skills.



Job Description - Director of Rugby (Key Role)

Incorporates Additional Key Roles

Role:

Responsible for all rugby activities in the club to include maximising the performance of the senior first team, encouraging the development of a 2nd team, building a succession plan and ensuring the youth section is thriving.

Reporting Line:

Club Director responsible for the overall running of the club.

Key aspects of the role:

1. Management of coaching at the club at all levels
2. Implementation and management of processes that will facilitate player and coach development.
3. Identify, develop and retain all players through a high-quality rugby experience; promoting the club to potential players.
4. Implement processes across the whole club to ensure a safe playing environment is created, optimizing fitness and conditioning, preventing and evaluating injuries, and coordinating training and recovery sessions
5. Maintain the club philosophy and standards. Create Team Standards consistent with the values of the game; set a playing philosophy that recognizes the teams' strengths and is aligned to player motivations; establish a transparent selection policy.
6. Ensure accurate reporting to the club committee.
7. Act as club coordinator for senior fixtures, league secretary and referees. To be club co-ordinator for all rugby and referees at the club.
8. Attend club disciplinary meetings.
9. Main contact for league secretary

Person Specification:

Essential:

- Have a passion for the sport and demonstrate leadership skills.
- Manage rugby of all kinds that takes place at PVRFC.
- A clear and up to date understanding of the Laws of Rugby, and make sure they are reflected in the club.
- Suitable coaching qualifications, and current DBS clearance.

Desirable:

- Previous affiliation at the club.
- Effective communicator at all levels of the club.
- Previous successful track record coaching or playing.
- Able to attend as many games and training sessions as possible.



Job Description - Club Captain (Key Role)

Role:

To act as the role model at the club, acting as the link between players and the administration and in such a role representing the views of players.

Reporting Line:

Reports to Director of Rugby. Club committee role

Key aspects of the role:

1. Liaise between players and administration. Represent players on the Management Committee and Disciplinary Committee. Ensure all players are aware of the club's codes of behaviour on and off the field.
2. Inform the players of administrative arrangements and encourage players and other club members to get involved with voluntary work and social activities at the club
3. Lead, advise and support the team. Be part of selection meetings. Support the club coach in training and player development. Be the initial point of contact for new senior players. Welcome visiting teams and referees.
4. Lead, advise and support fellow senior players.
5. Be the face of the senior section for the mini/junior section. Encourage players to support coaching of mini and junior players.
6. Oversight of club kit including clothing, first aid equipment training aids etc.

Person Specification:

Essential:

- Be a current regular senior team player.
- Demonstrate leadership skills on and off the pitch.
- Be approachable to all players.

Desirable:

- Ability to communicate with all members of the club.
- Available time to attend club committee meetings and other club functions.



Job Description - Mini and Junior Chairperson (Key Role)

Role:

Lead effective and efficient delivery of Mini and Junior rugby at the club.

Reporting Line:

Reports to the Director of Rugby. Club committee role.

Key aspects of the role:

1. Lead the development of Mini and Junior rugby. Create, maintain, and lead a team of people to deliver rugby for 6–17-year-olds.
2. Arrange and chair Mini and Junior Committee meetings and ensure that Mini and Junior members are represented within the main committee.
3. Organise suitable playing and training opportunities.
4. Work alongside other club officers to coordinate the running and playing of Mini and Junior rugby training, games and tournaments in line with Age Grade Regulations.
5. Ensure all members players, coaches, volunteers and parents are familiar with the core values of the game.
6. Ensure the club safeguarding policy is effectively maintained.

Person Specification:

Essential:

- Hold suitable DBS clearance.
- Be passionate about the development of Mini and Junior rugby at the club.
- Demonstrable leadership skills to meet the requirements of the section.
- Good communicator with children and parents.
- Capable of communicating to the club committee the needs and wants of the section.

Desirable:

- Previous experience with Mini and Junior rugby



Job Description - Club Safeguarding Officer (Key Role)

Role:

Club Safeguarding Officer (CSO) is responsible for championing safeguarding at the club. The CSO is responsible for championing the safety and welfare of all children and adults at risk at their club.

Reporting Line:

Reports to the board of Directors. Club committee role

Key aspects of the role:

1. Being the first point of contact for safeguarding concerns relating to children and adults at risk.
2. Ensuring that all safeguarding concerns are reported appropriately to the Constituent Body Safeguarding Manager (CBSM), the RFU Safeguarding team and/or the appropriate statutory agencies in a timely fashion, in line with the appropriate RFU procedures.
3. Ensuring that everyone at the club is aware of the appropriate reporting structures regarding safeguarding concerns and championing an environment where this is common knowledge.
4. Leading the annual club safeguarding audit, with support from the Club Committee.
5. Advise the club committee on which appointments require appropriate Disclosure and Barring Service (DBS) checks. Ensure that these checks are carried out in the appropriate timeframe and accurate records are kept.
6. With the support of the committee, ensuring that the club adheres to all its safeguarding responsibilities detailed in the annual Club Safeguarding Audit
7. Ensure that volunteers who are required to carry out safeguarding training carry it out in the appropriate timeframe.
8. Supporting all safeguarding concerns or queries volunteers or members have. This includes offering advice and insight into club practice, supporting children and adults at risk in making disclosures and ensuring that the committee is updated on all safeguarding issues.
9. Ensuring the club's safeguarding policy is openly accessible to everyone and is kept updated, and ensuring safeguarding information and contacts are readily available on the club website.

Person Specification:

Essential:

- DBS clearance
- Understanding of the need for a safeguarding role in the club
- Be prepared to be available 24/7 to support any concern.
- Ensure records are up to date.

Desirable:

- Good communicator especially with young children and parents.
- Previous experience of a similar role
- Act to prevent any person outside of the club's safeguarding guidelines from acting in a role with children/vulnerable adults.



Job Description - Membership/Data Manager (Key Role)

Role:

As the main contact at the club for the Game Management System (GMS), you will help to establish the needs of users of GMS within your club including training; ensure the system is being used appropriately and that information is kept updated, to help contribute to the efficient running of your club.

Reporting Line:

Reports to the club treasurer. Club committee role

Key aspects of the role:

1. Main point of contact for the GMS system. Working closely with the GMS trainers, RFU Local Rugby Development Team and GMS help desk to ensure that new developments/upgrades are enacted and communicated to the appropriate people. Run appropriate reports for the efficient functioning of the club.
2. Comply with Data Standards requirements. Monitor user access permissions and privileges and ensure the requirements of GDPR are adhered to.
3. Training and updating users. Establish the needs of GMS users, providing basic training where required and ensuring members are kept up to date with system changes.
4. Ensuring membership at all levels is administered correctly and that appropriate checks are made. Ensure correct administration of the membership card system.

Person Specification:

Essential:

- Demonstrate previous experience with computer-based systems.
- Understanding of data protection requirements and confidentiality requirements.

Desirable:

- Prepared to train and maintain skill sets with the RFU Game Management System (GMS).
- Good communicator ensuring all club members understand the requirements of GMS.
- Ensuring membership is up to date.



Job Description - Facilities (Infrastructure) Manager (Key Role)

Role:

Manage the club's physical resources including Clubhouse, playing areas, associated building and club fencing. To manage and maintain safe systems of work according to methods and procedures laid down by the club.

Reporting Line:

Reports to the club chairperson. Club committee role

Key aspects of the role:

1. Audit facilities to ensure compliance with health, safety and RFU regulations.
2. Make the club committee aware of any deficiencies and complete accurate records of compliance.
3. Ensure good HSE practices are maintained at the club
4. Ensure volunteers and staff are appropriately trained in the tasks they carry out. Ensure such training is suitably documented relating to the facilities of PVRFC.

Person Specification:

Essential:

- Ability to create and maintain suitable documentation.
- Understand the need for documented HSE procedures.
- Competent in Infrastructure management
- Demonstrate an advanced understanding of PVRFC facilities.

Desirable:

- Computer literate capable of the HSE program
- Friendly, outgoing personality.



Job Description - Social Secretary (Key Role)

Role:

Manage all aspects of the club's social policy and on-line communications.

Reporting Line:

Reports to the Club Chairman. Club committee role

Key aspects of the role:

1. Organise and create new social events for PVRFC.
2. Chair club's social committee
3. Report on club social activity at club committee meetings
4. Manage and maintain the club's website.
5. Create, post and manage club's social media channels.

Person Specification:

Essential:

- Creative, with demonstrable leadership skills
- Engaging, driven personality
- Understanding of profit and loss

Desirable:

- Good understanding of social media
- Capable of new ideas.



Job Description - Club Grounds Person (Key Role)

Role:

Manage the club's playing area and perimeters. Ensure ground working equipment is maintained to the appropriate standards.

Reporting Line:

Non committee role reports to Facilities (infrastructure) Manager

Key aspects of the role:

1. To maintain the club playing areas to suitable standards
2. Maintain peripheral area such as car parks walkways and gates to suitable standards. Make Facilities Manager aware of any repairs necessary, or resources required.
3. To prepare pitches for use when needed.
4. Ensure good HSE practices are maintained and with anyone assisting them, while maintaining club grounds. (e.g., PPE is worn)
5. Ensure volunteers and staff are appropriately trained in the use of the equipment and tasks they carry out. Ensure such training is suitably documented.

Person Specification:

Essential:

- Be available during league time to prepare grounds.
- Be able to operate machinery in a competent and safe manner.

Desirable:

- Ability to undertake simple maintenance procedures on club equipment and machinery.
- Be available outside of league time to carry out planned maintenance duties.
- Ability to conduct audits of equipment and grounds.
- Ability to transfer skills to and manage other volunteers to ensure safe working practices are maintained.



Job Description - Commercial Manager (Key Role)

Role:

Look after all external functions that take place at PVRFC and can attract and facilitate new events to be hosted at the club.

Reporting Line:

Committee role reports to Club Chairman

Key aspects of the role:

1. To be the main point of contact for club members and the public for use of the clubhouse and playing areas.
2. Prepare plans to ensure support for all functions using the clubhouse including pre and post event activities.
3. Work with social media/communications to advertise space and events.
4. Manage the club's functions calendar.
5. Work with Bar Manager to ensure events are run smoothly.
6. Generate interest for venue hiring.

Person Specification:

Essential:

- Good leadership skills
- Be personable and approachable, and happy to report within Main Committee
- Computer literate
- Ability to be in proximity of venue for access.

Desirable:

- Have experience of event planning
- Prepared to be available to meet potential users of the club's facilities.



Job Description - Bar Manager (Key Role)

Role:

Ensure the smooth running of the bar at PVRFC. Keeping all paperwork and licensing up to date as well as ensuring the bar is well stocked, with a range of beverages to suit club requirements.

Reporting Line:

Non committee role, reports to Commercial Manager.

Key aspects of the role:

1. Able to manage and rotate stock.
2. Have a bank of staff/volunteers for behind the bar, and ensure they are trained.
3. Understanding of principles of bar management.
4. Manage the Touch Office Bar Management System, working with the Commercial Manager and the Club Treasurer ensure the database is accurate and reflects current club policies. Run reports as required.
5. Liaise with Social Sec and Commercial Manager for larger events hosted at PVRFC.

Person Specification:

Essential:

- Computer literate capable of managing bar and HSE program.
- Friendly outgoing personality
- Over 18 years old
- Knowledge of how to run a successful bar.

Desirable:

- Happy to try new stock, create offers, expand beverage selections.
- Prepared to become a 'Responsible Person' (under the licensing act)



Job Description- Team Equipment Manager (Key Role)

Role:

To manage and develop all team's first aid, training equipment and all club kit.

Reporting Line:

This is non committee role reporting to the Club Captain.

Key aspects of the role:

1. Ensure the first aid kit is up to date and fully stocked, ready for games.
2. Check training equipment and speak to Treasurer or Club Captain if orders are needed.
3. Manage the club kit (including but not exclusive to; shirts, ties, training kits, playing kit)
4. Create additional revenue by identification and sale of additional club items.

Person Specification:

Essential:

- Confident taking charge of first aid, all club and training kit.
- Well organised.

Desirable:

- A current or ex player of PVRFC.
- Commercially aware.
- Interested in developing a club kit and clothing to be sold via a club shop



Job Description- Club International Ticket Contact (Key Role)

Role:

To manage the system to ensure international ticket distribution is carried out fairly to all members, according to the Club Policy.

Reporting Line:

Reports to Club Treasurer. Non committee role

Key aspects of the role:

1. Register with the RFU Game Management system to receive notifications of club allocations.
2. Apply to the RFU for allocations of international tickets.
3. Communicate availability in a timely manner to club membership.
4. Ensure availability and distribution of tickets according to the club's policy.
5. Work with Club Treasurer to ensure payments are completed. Keep records of distributions made.

Person Specification:

Essential:

- Well organised computer literate
- Capable of maintaining suitable records

Desirable:

- Understanding of RFU international ticket allocation
- Understanding of GMS system