

Cork Harlequins Club Manager – Job Description

In the last three years Harlequins has made major strides forward in developing its membership base and began redevelopment of its facilities to be more competitive and attractive to potential new members. A coordinated single point of contact to bring together the different sections, administrative rolls and volunteers is required to allow Harlequins to realise its potential.

The post would report directly to the Cork Harlequins Chairperson and Cork Harlequins President whom work on behalf of the club management committee and its trustees.

The club manager would recruit and co-ordinate the volunteers within the club, but ultimately be responsible for improving the general standard of the club and the experience of the members. There would be many aspects to the role some of which would include:

Administration: The club manager would be responsible for the day to day business and administration of the club. Maintain records of all members and former members of the club. Provide such club details as required by the Munster Branch and Irish Hockey. To manage and ensure action on all club correspondence including legal, safety and insurance matters. To ensure all relevant forms and publications are with the responsible club officers. To develop and implement the safety policy of the club.

Facilities: To develop and exploit the facilities we have to the benefit of the club and its members. The club manager will be responsible for managing the rental of the facilities to third parties and to develop this aspect as a revenue contributor to the club. For maintaining a safety policy to ensure machinery such as grass mowers are used only by authorised and experienced personnel. To ensure the premises are properly secured when not in use. To ensure that third party contractors do not commence work of any kind unless evidence of insurance and safety legislation compliance is forthcoming. To ensure waste and refuse are managed and collected by the appropriate agency. To develop and monitor a health and safety policy for the club. To report all safety issues within the club and make recommendations to the management committee.

Bar: To manage, stock, coordinate the roster, bookings and report on the day to day operations of the bar on behalf of the club management committee. To develop a bar committee of volunteers so that the bar provides a greater contribution to the club. To ensure that the relevant documentation in relation to the booking of functions is properly completed prior to a function taking place. That security where appropriate is in place for all functions. Plan and co-ordinate the implementation of a programme of social events for the club and its supporters. Where necessary create subcommittees to run each event. Work closely with each organising committee to monitor progress. Ensure a final reconciliation of income and expenditure is produced for each event.

Finance: The club manager would support the club treasurer in the administration of the club finances in accordance with the decisions of the management committee. They would liaise with the section treasurers to coordinate the collection of subscriptions and all money due to the club from rental of facilities including, pitches, hall, bar and car parking. To keep up to date records of all financial transactions. Ensure all cash and cheques are promptly lodged to club's account(s).



Cork Harlequins Club

Tel (021) 4961380

Harlequin Park
Farmers Cross
Cork

www.corkharlequins.com

Chairperson

John Hobbs

Tel 086 8091294 (M)

e-mail:

chairperson@corkharlequins.com

President

Stephen Dale

Tel 086 6086906 (M)

e-mail:

president@corkharlequins.com

Secretary

Francesca Doonan

Tel 087 2865360 (M)

e-mail:

admin@corkharlequins.com

European Cup Winners Cup Winners

2007-2008 (M)

2001-2002 (W)

Irish Senior Cup Winners

2011-2012 (M)

2005-2006 (M)

2000-2001 (W)

Irish Club Championships Winners

2001-2002 (M)

Communications/social media: Provide liaison and communication between the various sections of the club. To raise the profile of the club in the community through information, publicity and promotion. Responsible for advertising the club, its activities and to highlight the work of volunteers. Update the club's online presence via its website, Facebook and Twitter accounts. To ensure the submission and distribution of press releases, articles, newsletters and reports internally and externally. To create a local media contact list.

Coaching: To develop and implement a coordinated coaching programme throughout all sections of the Club. To take responsibility for the recruitment and retention of coaches and management and developing and maintaining links with local schools and colleges. To liaise with the Club coaches, players committee and team captains on matters such as playing facilities, equipment, playing gear, etc.

Accessing external finance: Organise and coordinate corporate sponsorship for Cork Harlequins - creating links between local businesses regarding sponsorship of playing kit, advertising and naming rights for the facilities. To develop new relationships with outside clubs and organisations that improve the club finances.

Work conditions:

Hours: 20 hours per week, can involve unsocial hours including evenings, weekends and public holidays.

The successful candidate should also have / be able to demonstrate the following:

- Fluent spoken and written English, including technical report proposal writing and communication skills for interaction with members, clients and management;
- Practical, assertive and achievement orientated with good self-management skills;
- Good relationship management skills;
- A proven ability to work well in teams;
- Ability to work on his/her own initiative to solve technical and logistical problems;
- Ability to use project management tools and methodologies;
- Familiarity with the usual range of office IT tools for email, document production, spreadsheets, presentations, and social media;
- Willingness to work flexible hours, and to be adaptable in working practice, which are essential.

Salary: Base salary of €10,500 per annum, plus 15% of corporate sponsorship / advertising funding brought into the club by the incumbent.

For an informal discussion, please contact Dr John Hobbs, Tel: +353 86 809 1294 or e-mail:

chairperson@corkharlequins.com

Applications should include a letter stating why you believe you are a good fit for the role of Cork Harlequins Club Manager. They should be accompanied by an up to date Curriculum Vitae and e-mailed to chairperson@corkharlequins.com.

Closing date for receipt of completed applications is **5 pm on Friday, 1st of September 2017.**

Cork Harlequins is an equal opportunities employer.



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