

HARPENDEN COLTS FC

We're hiring!



**Role: Commercial and Operations Manager,
reporting to the Club Secretary**

About us

Harpenden Colts FC (the Club) is one of the largest and fastest-growing grassroots football clubs in the country. We are a not-for-profit Community Amateur Sports Club.

The Club plays an essential role in the heart of our community. Our Mission and Vision statements go far wider than footballing ability and results, and include encouraging children to reach their potential, achieve physical and mental well-being and to enjoy the social benefits of team sport participation.

The Club's headline details are as follows:

- ❏ 1,300 players between U7 to U18 across 86 squads, with over 300 on our waitlist.
- ❏ The Girls' section accounts for 25% of our players and is growing each year.
- ❏ 380 volunteer coaches, squad leads, year group leads and administrators.
- ❏ Annual subscription revenues in excess of £200,000.
- ❏ Over 10 venue relationships for our training and matchday locations.
- ❏ Essential relationships with Herts FA, the boys' and girls' leagues, Harpenden Town Council, Harpenden Town FC, King's Soccer, Watford FC, Arsenal WFC and more.
- ❏ Participation in an exciting project to develop a new 3G pitch and clubhouse in Rothamsted Park, a spiritual home for the Club in the centre of town.
- ❏ The Club is run by the Football Management Committee (FMC) consisting of 15 volunteer Club Officers, supported by a paid Administrator.

The role

The Club has grown to a size where it is no longer appropriate to rely on the efforts of volunteers alone. In addition, we wish to maximise the commercial opportunities that exist for an organisation with our profile and reach in the community. The Commercial and Operations Manager role will be a paid role covering:

- ❏ Oversight of all day-to-day operations of the Club, ensuring that the organisation is run efficiently and effectively through managing and developing the Club's systems, procedures and relationships with its volunteers and third parties; and
- ❏ To help the Club meet its income and fundraising potential, for the benefit of our members and volunteers.

The role will form part of the FMC and will report directly into the Club Secretary and Treasurer. We envisage that this will be a full-time role, but we are open to discussing a flexible working arrangement if it is more appropriate for the Club and the candidate.

The candidate

The areas of responsibility for this role are wide and require a candidate with thorough knowledge of various organisational processes, not necessarily in a grassroots sporting context. They will need to be an excellent communicator, with proven experience of managing different kinds of operational activity. Please see the next page for a full list of responsibilities and requirements for the role.

If you are interested, please send a CV and cover letter to Rachel Beagent, Club Administrator at admin@harpendencolts.com by **Friday 8th April 2022**.

Role responsibilities and requirements

- “ Liaising with our various facilities providers to plan and allocate training and match venues for our eighty-plus squads; negotiating usage rights and fees in line with our budgeting requirements; preparing venue risk assessments.
- “ Organising and managing our overall procurement of equipment.
- “ Maintaining and developing our strategic relationships including with Harpenden Town Council, Harpenden Town FC, Herts FA and the Football Foundation.
- “ Supporting the project to build a new 3G pitch and pavilion in Rothamsted Park.
- “ Working closely with the Club Administrator and Club Officers to support them in the effective running of their specific functions.
- “ Supporting the development and implementation of the Club’s social media strategy, generating content for the Club’s website and social media channels and liaising with local and national media as required.
- “ Supporting communications with our coaches, volunteers, members and wider community in relation to operational, commercial and social matters.
- “ Supporting the development and implementation of the Club’s fundraising strategy, including in relation to acquiring sponsors, fundraising activities and events and applying for grants.
- “ Establishing and maintaining relationships with potential Club sponsors and producing/distributing marketing and communication collateral as required.
- “ Supporting other Club requirements and activities from time to time, including matters relating to insurance, contracts with suppliers, maintenance and development of the Club’s handbook, rules, policies and procedures and more.

Candidate profile

- “ A proven track-record of running the operational side of a small to medium-sized business or not-for-profit organisation, including in matters such as administration, procurement, data protection, contracting and invoicing.
- “ Confident, inquisitive, fast-moving, quick learner, with good problem-solving skills, commercial acumen, and sound judgement and decision-making under pressure.
- “ Excellent communication skills with the ability to deal effectively with people at all levels and from many different walks of life and backgrounds.
- “ Financially literate with sound knowledge of dealing with cost management.
- “ Highly organised with strong planning skills and clearly able to work effectively at an agile and fast pace whilst handling multiple priorities and work flows.
- “ Experience of and commitment to sound and appropriate governance and control.
- “ Ability to inspire confidence, create trust, and build consensus and relationships with colleagues and volunteers.
- “ Displays a passion for serving the community, not necessarily in a sports club, but an interest in football and/or sports administration may be an advantage.
- “ Confident IT user, including Microsoft Excel, and willingness to learn and work with new IT systems.
- “ The role will be home-based, but travel in the local area (and occasionally elsewhere) will be required. Driving licence and access to vehicle required.
- “ The successful candidate will require a satisfactory DBS check and references before starting.

