

**Kelso RFC
Business Development Manager
Job Advert**

Job

Kelso Rugby Football Club are looking for a suitable person to improve the turnover and long-term sustainability of the Club by developing and increasing income and communication streams to facilitate ongoing operational costs and strategic capital investment projects.

The successful person should be a good communicator, have good organisational skills, be self-motivated, approachable and able to work on your own and with volunteers.

The post of Business Development Manager is part time for an initial period of 6 months, with an option to extend further. It is anticipated that it will be for 10 hours per week and will include some evening and weekend hours. The salary is based on an hourly rate depending on experience and knowledge.

How to Apply

To apply please submit your CV with a covering letter outlining why you think you have the qualifications, skills and experience to the Hon Secretary, Kelso Rugby Football Club, Poynder Park, Poynder Place, Kelso TD5 7EH or Email to : office@kelsorfc.com

Closing date for applications Wednesday 19th March.

For an informal chat please contact either the Club President, Eric Paxton, on tel no **07831 412873** or president@kelsorfc.com or Vice President, Adam Marshall, on tel no **07801 467238** or adammarshallandsons@gmail.com

**Kelso RFC
Business Development Manager
Job Description**

Job Purpose

To improve the turnover and long-term sustainability of Kelso Rugby Football Club by developing and increasing income and communication streams to facilitate ongoing operational costs and strategic capital investment projects.

Key Accountabilities and Duties

1. Work with members of the Management Committee to develop and implement a strategic business plan to include commercial and marketing strategies for the club for the next 5 years.
2. To build relationships with key partners and stakeholders, establish mutual objectives and work in partnership to achieve those objectives
3. To identify and attract potential new partners and introduce them and engage them as part of the club. Retain sponsorship through business engagement, sponsor packages and sponsor communications and management. To ensure that sponsorship with business have tangible benefits to the club and ensure that sponsorship benefits are delivered to improve sponsor satisfaction and retention.
4. To manage and maximise membership subscriptions payments by attracting new members, retaining current members, re-engaging lapsed members and ensuring there is an effective management system in place to maximise income.
5. To increase revenue by increasing the usage of the club facilities by community groups, businesses and the general public. To offer a range of uses and packages and create marketing material to advise the marketplace on what can be offered.
6. To devise and run both club and community events to increase the footfall of members and non-members into the club's facilities.
7. To lead and generate potential sources of grant funding opportunities for the club.
8. To carry out general administrative duties to support the Management Committee.
9. To market the club and its facilities effectively to both the membership and the general public via word of mouth, email communication, social media, posters and flyers.
10. To provide regular monthly progress reports to the management committee.

Key Competencies and Skills

1. Ability to communicate and network with a range of people effectively
2. Good planning and organisational skills
3. The ability to deliver the clubs key aims and objectives through strategic planning.
4. Self-motivated, approachable and driven.
5. Ability to work on your own and as part of a team.

Education/Experience

You will have a proven track record of leading success within an organisation including experience of stakeholder management, financial planning, budget analysis and effective communication. Experience of identifying grant funding opportunities and the submission of applications for project funding.

Work Pattern and Salary

This post is for an initial period of 6 months, with an option to extend further, and it is anticipated that it will be for 10 hours per week and will include some evening and weekend hours. The salary is based on an hourly rate depending on experience and knowledge.

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