

TITLE: GENERAL MANAGER (PAID)

Introduction

The **England Touch Association (ETA)** is the governing body for the sport of Touch (also referred to as Touch Rugby) in England and is independent of both the RFL and RFU. We are recognised by and affiliated to the global governing body, the **Federation of International Touch (FIT)**.

The ETA has evolved from a committee of volunteers, into a not-for-profit company limited by guarantee with an accountable Board of Directors, a Senior Executive, developing paid workforce and an extremely loyal base of volunteers.

As the sport of Touch and our membership grow, we are aware that in order for us to be able to successfully and safely perform the duties of a national governing body, the ETA needs to develop with it. As we embark on our 2020s Vision for the sport of Touch over the next 10 years, we are seeking a General Manager to implement our operations across the organisation.

Role purpose

The General Manager will be responsible for delivery in the core operational areas of England Touch, with an initial focus on our membership, events, courses and wider organisational administration. They will work closely across other areas of the organisation, including governance, finance and workforce..

Key responsibilities

The key responsibilities include:

- Lead on membership relations, retention and engagement plans, ensuring positive relationships with our member clubs, leagues, regions and other entities.
- Development of our membership package, to one that is less based on a transactional offer of events and insurance. Seek to add value through coaching and refereeing development, marketing, regional development, facility, governance, safeguarding and other support.
- Lead on our domestic events planning, delivery and development, working closely with our Events Manager to provide playing opportunities for all Touch players.
- Lead on the planning, delivery and development of our on-line and in-person courses and CPD programme, working closely with our Courses Manager.
- Delivery of budgeted incomes and costs for membership, domestic events and courses.
- Work closely with others across the organisation fostering a positive culture and collaborative working environment.
- Ensure effective internal controls and policies across all relevant operational areas, working with the Executive as required.
- Manage and report on relevant components of the budget, working with the Finance team as required.

This is a hands-on and all encompassing role that includes planning, delivery and review.

Job Description



Person specification

- Experience in a general management or operational role, ideally in the sport sector.
- Evidence of working with and managing a volunteer workforce.
- Anticipates and focuses on outcomes, working to agreed targets.
- Effective planning and organising skills.
- Ability to develop and maintain strong relationships, both within and outside the organisation.
- Works with and can influence others to achieve desired outcomes.
- Teamwork – capable of leading others and being an effective team member.
- Ability to respond to current issues and opportunities.
- Understanding and ability to work in formal and informal structures.
- Knowledge, relationship or background in Touch, or an alternative sports' governing body desirable..
- Strong communication and interpersonal skills
- Aptitude to work flexibly, remotely and effectively in a team

Benefits

- #OneEngland workforce induction and welcome
- Training and development opportunities
- Inclusion in the #OneEngland workforce Rewards and Recognition Scheme
- Access to an ETA email address and Google Drive
- Membership of the ETA, including access to discounts, savings and offers of the AON Plus Scheme

Salary: Competitive basic salary of full-time equivalent £20,000-£25,000, pro-rata to hours required. Performance-related bonus, holiday entitlement and pension.

Hours required: Both part-time and full-time applications will be considered. Flexible working hours are expected, including weekends and evenings.

Key dates/events:

- ETA domestic calendar of events - clubs, universities and more
- European Touch Championships - 1st-6th August 2022
- ETA AGM - March every year

Reports to: Chief Executive

Location: Work from home.

How to apply: Please send your CV and covering letter to chris.simon@englandtouch.org.uk.

Closing date: midnight on Sunday 29th May 2022

Interviews: interviews will take place w/c 13th June and be either in person or via zoom.

Job Description



Becoming a part of the *#OneEngland* workforce

Our volunteers are our lifeblood, and we aim to provide the necessary training, support and development for you to be able to succeed in your role; as well as the right recognition of your efforts and achievements for you to feel valued.

You will receive an induction by the relevant team, an ETA email address and access to a Google Drive to store files and folders. You will become one of the team, accessing the newly launched Rewards and Recognition Scheme.

You will be listened to, consulted with and engaged in discussion. You will have a voice.

ETA Vision, Mission and Values

Vision: By 2030 everyone in England is aware of and has the opportunity to enjoy the game of Touch.

Mission: To become the largest and most successful Touch organisation in the World, with one million people in England enjoying our game.

Our core strategy is to build the participatory player base across an inclusive and wide range of demographics and geographies throughout England. From there, we will provide a pathway to enable them (if they so choose), to move from grass roots Touch, through to playing opportunities locally, regionally and nationally.

Our Values

INCLUSIVE

Our sport is a sport for **ALL** and we will actively promote and make available opportunities for sustained participation in Touch to the greatest number and range of people.

TRANSPARENT

Transparency is central to our fabric and underpins **our sport**. We will be open, ethical and set the highest standards in everything we do on and off the field, through honesty, integrity and fair play.

UNITED

Success in **our sport** is only achieved by working together. We will inspire unity and collaboration in all we do. We are one team, with common goals and shared values.

AMBITIOUS

We have a strong desire and determination to succeed in **our sport**. We will not limit our goals or imagination by present circumstance, we will envision ambitions beyond boundaries as we improve ourselves and the game.

RESPECT

Characterises the basis of **our sport**. We will promote respect for players, coaches, referees, volunteers and all others involved in our game at every level. Everyone has something to contribute.