



Cambridge University Rugby Union Football Club
Grange Road, Cambridge CB3 9BN
01223 354131 www.curufc.com

COMPANY OVERVIEW

CURUFC is a 150-year-old amateur rugby club, with six teams competing at a range of levels. CURUFC's mission is to deliver the best student rugby experience in the world, grounded in playing experience, community, and tradition. CURUFC is a volunteer-led organisation with charitable status.

JOB OVERVIEW

CURUFC is going through a period of transformation focused on making the club more operationally and financially sustainable. We are seeking a Head of Operations who can help to streamline and modernise our operations while overseeing the development of the grounds. Head of Operations will manage the day-to-day operations of the club, working closely with the Co-Chairs and Executive Committee to deliver CURUFC's strategy.

The position is available on a 12-month fixed term basis in the first instance. A successful 12 months would include:

- Building and maintaining positive relationships with key stakeholders including volunteers, players, University Sports Service, partner organisations, and club staff
- Leading and motivating staff to ensure effective delivery of events and matches
- Completing all grounds maintenance and improvement projects safely and on time
- Ensuring operational success of major events, including ticketing and sponsor support
- Maintaining appropriate health and safety standards and compliance at Grange Road
- Maintaining appropriate budgetary controls across all departments
- Delivering appropriate plans and documentation for the following 12 months

SALARY, BENEFITS, LOCATION, AND HOURS

We anticipate this new part time role to average 2.5 days per week over the course of year but will adjust should that be necessary. Due to the nature of the role, longer working hours during University term times, including evening and weekend working, will be required. It is essential that candidates can be flexible in their working hours, particularly during mid-September to early December and mid-January to early April. during these periods. This is offset by reduced working hours during the summer and other University vacations.

The salary for the role is £42,000-£48,000 FTE pro rata, equating to £21,000 -£24,000 for .5 FTE. Benefits include annual leave pro-rated based on 20 days plus bank holidays for FTE and access to our pension scheme.

The role will primarily be based at CURUFC's grounds at Grange Road, CB3 9BN. There is some scope for occasional remote working, but the expectation is that the majority of work is conducted on site.

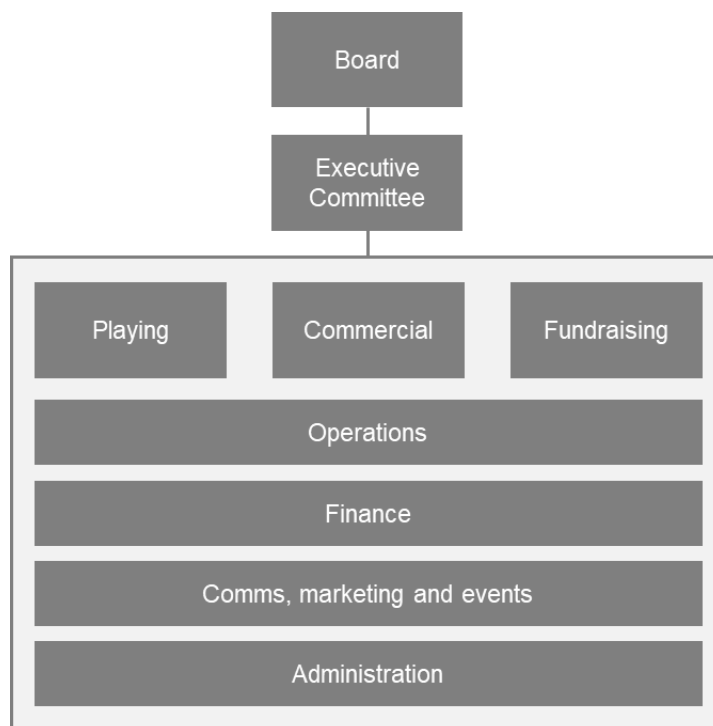
RESPONSIBILITIES

Head of Operations has primary responsibility for the following areas:

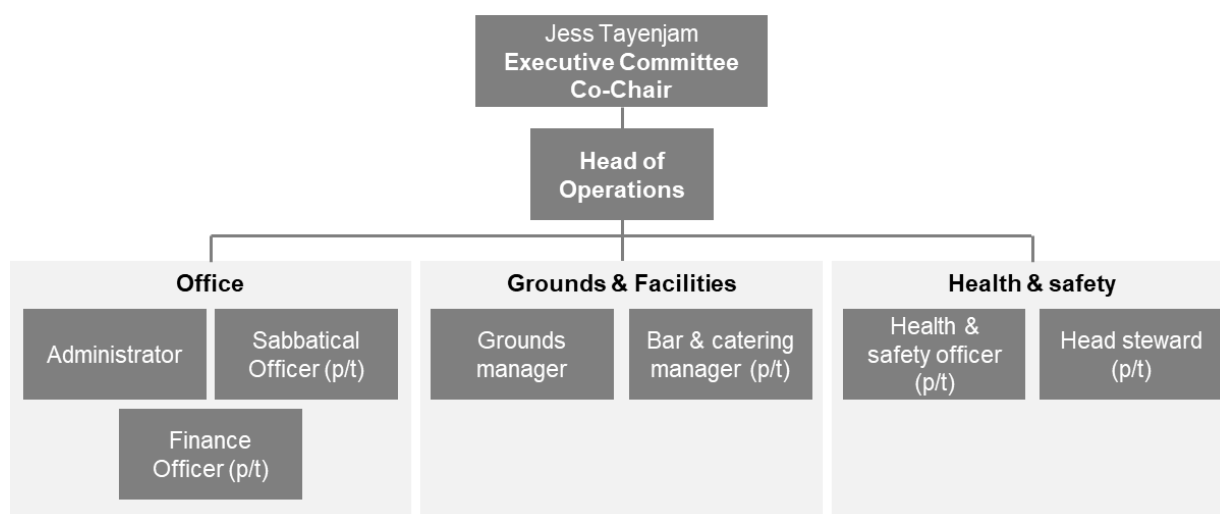
Strategy	<ul style="list-style-type: none"> • Support the development and execution of the operations strategy, with regular reporting to the Executive Committee
Operations	<ul style="list-style-type: none"> • Lead eight-person operational team • Deliver all match arrangements for home, away, and touring fixtures • Deliver all events at the club, delivering a positive experience for players, members, sponsors, and donors • Deliver operations and ticketing for major events, e.g., Steele-Bodger match and its associated events • Work with the communications team to ensure the office delivers clear messages regarding events • Ensure CURUFC grounds and facilities are maintained to a high standard, including managing cleaning contracts • Manage all maintenance and development projects, including oversight of contractors on site • Manage all playing kit and equipment, including contracts, ordering, and storage • Ensure all administrative, operational, and IT processes and systems are effective • Support the management and operation of databases, working with the Administrator • Ensure clear documentation for all operational processes, e.g., match day preparations, major events • Maintain a positive relationship with the University Sports Service and other University sports clubs that make use of Grange Road's grounds and facilities
Health and safety	<ul style="list-style-type: none"> • Lead on all Health and Safety matters, ensuring appropriate health and safety standards are maintained across all parts of CURUFC's operations • Lead Health and Safety Committee meetings, reporting to the Executive Committee and Board • Ensure compliance with all relevant regulations and policies across CURUFC's operations, grounds and facilities
Commercial	<ul style="list-style-type: none"> • Manage commercial contracts, e.g., suppliers to the grounds • Oversee the hire of facilities, e.g., parking, rooms • Manage merchandising, e.g., special edition items for members to purchase • Support the delivery of sponsorship deals
Varsity Matches	<ul style="list-style-type: none"> • Maintain communication with Varsity Match Company Ltd on all operational aspects of the Varsity Matches • Deliver Varsity Matches ticketing for CURUFC members, e.g., alumni, players, club guests
Finance	<ul style="list-style-type: none"> • Support the Treasurer in preparing the annual budget • Oversee all budget holders, including expense claim and invoice approvals • Provide day-to-day oversight of the Finance Officer

ORGANISATION STRUCTURE

Operations is one of the core functions of CURUFC, which supports our playing, commercial and fundraising activities. All functions of CURUFC are overseen by the Executive Committee, which reports to the Board. CURUFC has paid coaches, Operations, and Finance roles, but most other roles are fulfilled by volunteers.



Head of Operations reports to one Co-Chair of the Executive Committee and oversees the office, grounds & facilities, and health & safety teams.



PERSON SPECIFICATION

Applicants must have a good knowledge of rugby, particularly the amateur rugby club environment. Applicants must be comfortable with Microsoft Office suite and database management.

Applicants should be able to demonstrate experience in:

- Leadership and people management, including working with volunteers
- Delivery of a project involving facility coordination, ticketing and communications
- Coordinating multiple projects and activities
- Budget management, including understanding of basic accounting principles
- Health and safety management (IOSH Managing Safely qualification desirable)
- Grounds and facilities management

Additionally, we are seeking applicants who can show that they are:

- Strong team players with the ability to influence across a wide network of relationships
- Good communicators both verbally and in writing
- Organised and structured
- Results orientated with a track record of hitting deadlines
- Self-starters who take initiative
- Able to work effectively in a diverse and inclusive environment

All members and employees of CURUFC are expected to uphold our values: One Club, inclusion, trust/vulnerability, humility, passion and commitment.

APPLICATION PROCESS

Applicants should submit their CV and a brief cover letter outlining their experience and interest in the role to jess.tayenjam@curufc.com by 15 July. Successful applicants will be invited to first round interviews to take place during the week of 25 July. Our aim is for a successful candidate to start as soon as possible, ideally in September.

CURUFC actively supports equality, diversity and inclusion and encourages applications from all sections of society. CURUFC has a responsibility to ensure that all employees are eligible to live and work in the UK.