

JOB DESCRIPTION GENERAL MANAGER

Location:	Home based in Europe with ability to travel	Salary:	£45-50k
Reports to:	Chairperson/RLEF Board of Directors	Employment type:	Permanent

THE RUGBY LEAGUE EUROPEAN FEDERATION

The RLEF is the governing body for rugby league in Europe, the Americas, Middle East and Africa. The aims of the company are to foster, develop, extend, govern and administer the sport throughout these locations and to bring together the members and others for the purpose of achieving these principles. The key objective is for the RLEF to deliver great international competitions and enable sustainable member federations in order to grow rugby league.

The RLEF's seven-strong board of directors is drawn from the membership and independent sources. Operationally, the RLEF has three confederation managers, one coaching manager, one match official manager, one media manager and other volunteer officials.

Affiliation with the RLEF has grown in recent years with the organisation now harbouring 10 full members, 11 affiliate members and 19 observers. More nations are actively preparing to join and upgrade their membership.

The Rugby League European Federation (RLEF) is an Associate Member of the International Rugby League (IRL) and holds three directors' positions on its board

THE GENERAL MANAGER ROLE

Purpose

The RLEF general manager is to lead the executive function of the organisation, be responsible for setting its vision statement, and creating, planning, implementing and executing its strategic direction, with the support of the board of directors. The successful applicant will liaise directly with the board and have overall responsibility for every component of running the business, including implementing its new strategy, managing RLEF staff and projects, administering its competitions, overseeing support to the membership and increasing commercial revenue .

Principal responsibilities

- Implement a new 4-8-year strategy in conjunction with the board of directors and consistent with IRL strategic objectives
- Manage the RLEF's various confederation Championships

- Effectively line-manage the RLEF staff to enable them to build capacity throughout the membership
- Develop RLEF projects, particularly with the European Union, and create/manage new projects to support implementation of the strategy.
- Maintain, update and apply relevant policies, rules, terms of reference and regulations
- Manage multiple stakeholder relationships
- Raise the profile of the various confederation Championships, making them marquee international events in the global rugby league context through implementing a media/broadcast strategy and introducing commercial partnerships leading to new income

Duties / activities

- Engagement with the European Commission and other public sector funding agencies to access grant funding
- Development of and engagement with commercial partners
- Through delegation to confederation managers, manage, requests from membership
- Oversee the membership application process
- Direct operations for all RLEF official competitions
- Manage and make recommendations for various tenders for Championships and Congress.
- Manage the Annual Membership Audit of affiliate compliance in line with the IRL membership policy
- Manage the federation's media output in conjunction with the media manager
- Prepare the annual report
- Maintain, as company secretary, all official records for RLEF Ltd, including accounts, company return and details of officers with Companies House
- Maintain prudent financial controls and risk management of the organisation
- Support sub-committees for specialist work and advice on relevant issues
- Ensure effective support of the board of directors, including preparation of supporting documents and execution of its resolutions.
- Logistic / operational control for all meetings of the board of directors and membership, including the annual congress

Essential skills / experience

- Proven leadership ability with an effective team management record, including up-skilling staff
- Ability to develop and implement strategies
- Ability to operate in a remote management environment with first class administration skills
- Proven excellence in communication in a multi-cultural environment
- Knowledge of the international sporting landscape, including governmental, non-governmental and omnisport body experience
- Experience of media/social media management
- Experience of establishing, building and maintaining effective relationships with a wide range of external groups, organisations and/or individuals
- Proven experience of project management and of prioritising work effectively to achieve short, medium, and long-term strategic objectives
- The ability to operate in a structured manner with maintenance of excellent record keeping
- Excellent IT and presentation skills
- Fluent English

Desirable skills / experience

- Dealing with contractual matters
- Public grant applications
- Creation, delivery and management of commercial partnerships

- Ability to speak a second language
- Understanding of match official, coach, talent and player pathways

SCOPE OF ROLE RESPONSIBILITY

Working hours

The successful applicant should be prepared to work designated weekends, depending on operational needs. The role has certain travel demands, usually within Europe but potentially outside

Decision Making

The job holder will be responsible for making decisions on a day-to-day basis, which will require analysis of a range of facts and situations together with initiative and interpretation of policy and procedure.

Responsibility for Human Resources

The post holder has formal line management responsibility for staff and will also work closely with volunteers, IRL and other key stakeholders.

Freedom to Act

Within clearly defined policies and at the discretion of the board of directors.

Financial Responsibilities

Operates within budgets determined by the board of directors and within the financial controls policy.