

ROLE DESCRIPTION GENERAL SECRETARY

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|--------------------|--------------------------------|----------------|---------------------------------|
| Reports to: | Chairperson / Directors | Salary: | Experience Dependent |
| Location: | Home Based (In Europe) | Hours: | 1 Day Per Week (Average) |
| | | Term: | 1 Year Fixed Term |

EUROPEAN RUGBY LEAGUE

European Rugby League is the Confederation for Rugby League in Europe, Middle East & Africa, North & Central America and The Caribbean and Affiliate Member of International Rugby League. We oversee and co-ordinate the development of the sport in partnership with our members, supporting them to grow and strengthen Rugby League in their country and provide international competitions for them to play in.

We are a member organisation, owned by our 44 Full, Affiliate and Observer from across the northern hemisphere. Our board is composed of nine directors - four independent directors (one of which is the Chairperson), three member elected directors and one nominated director each from the English and French federations (the Vice Chairperson is drawn from directors representing the members).

We are currently undertaking a period of strategic change, resulting in the need for a General Secretary to provide administrative support to our Chairperson and to act as the primary point of contact for Member queries.

GENERAL SECRETARY ROLE

Purpose

The role of the General Secretary is to provide administrative support to the Chairperson, supporting the ongoing running of the company and supporting the strategic changes agreed by the Members through a period of strategic change.

Principal Duties

- Board Meetings: Support the Chairperson to organise, prepare agendas, collate papers and reports, record meetings and follow up on arising actions.
- Annual Council Meeting: Support the Chairperson to organise, prepare agendas, collate papers and reports, record meetings and follow up on arising actions.
- Act as the Federation's primary point of contact for its Members and any stakeholders and suppliers, maintaining records and channelling communication appropriately.
- Support the Chairperson and IRL colleagues in the delivery of the European Championships.
- Support the Chairperson with administrative tasks relating to a range of Federation business.
- Comply with all company policies, the company Articles of Association and company law.

Essential Skills / Experience

- A keen eye for detail and accuracy and having a “completer / finisher” mentality.
- Good working knowledge of Microsoft 365 packages and SharePoint.
- Experience of keeping minutes and preparing formal papers for a Board / Committee.
- Ability to work unsupervised and manage own workload with a “self starter” mentality.
- Committed to driving the organisation forward in a positive direction and enthusiastic about European Rugby League’s aims and objectives.
- Ability to communicate effectively and be committed to equality, diversity & inclusion.
- High standard of spoken and written English.

Desirable Skills / Experience

- Financially literate and have experience of business operations
- Experience of engaging with national federations or members within a membership organisation.
- Ability to speak multiple European languages.