

GENERAL MANAGER Northcote Birkenhead Rugby Football & Sports Club

The Northcote Birkenhead Rugby Football & Sports Club is seeking the services of a dedicated General Manager who will undertake the following activities:

- *Strategic* – Assist in the delivery and implementation of the 'NBRUSC Strategic Plan 2015-2019'.
- *Facilities manager* – Manage the Club facilities, including bar services situated at Recreation Drive, Birkenhead as a stand-alone financially secure commercial asset.
- *Manage the day-to-day operation of the NBRUSC* – Ensuring all administrative tasks associated with the running of an incorporated society chartered sports club are attended to.
- *Financial* – Working to a set budget and delivering efficiency savings when possible.
- *Relationship manager* – Build conducive working relationships with a wide ambit of commercial and Local body representatives including the Kapatiki Board, Recreation Services, Club Board Members, Life members and general supporters, sponsors, funders and players to name a few.

The position reports to Board of Directors through the Chairman.

The Vision of the NBRUSC is to be the pre-eminent community sporting club in the greater Auckland area.

The Mission Statement of the NBRUSC is:

To be the Club of choice for participants within the North Harbour Rugby Union and provide facilities for the development of youth in our local community

Key Competencies

1. Strategic Contributor
2. Resource Management
3. Operational Delivery
4. Financial Manager
5. Relationship Manager

Key Attributes

The successful candidate will have the following attributes:

- A high level of integrity and trustworthiness
 - Experience in sports administration and function planning
 - Purchasing experience & stock control
 - Proficiency in the Microsoft Office and other IT applications
 - Previous managerial experience
 - Knowledge of bar operating governance, procedures and till systems
 - A high level of business acumen
 - Energy, enthusiasm and an ability to build effective teams
 - An ability to think of your feet, self-manage and use initiative when required
 - A keen like for the game of rugby and a desire to grow the NBRUSC footprint in the game
- Knowledge and experience in Marketing and Sponsorship would be advantageous for this role, along with a current general bar manager's licence.

The salary and condition are by negotiation and will be competitive and realistic for the right position holder sought.

The successful candidate will commence duties 8 August 2015.

Applicants for this position must be eligible to work in New Zealand and have a current drivers licence.

To be considered for this position please send a comprehensive CV addressing the key competencies and attributes sought, together with referee details to the following Board member's e-mail address by the end of the 2nd week of July 2015:

**simon-williamson@hotmail.com..Attention- Simon
Williamson/Glenn Whitley**