



# Berkhamsted Raiders Community Football Club

Kitcheners Field, Castle Hill. Berkhamsted, HP4 1HE



## Operations Manager

### Background

Berkhamsted Raiders CFC provides football for over 1,200 boys and girls at a variety of locations within the town. As the club has grown, it has becoming increasingly difficult to find volunteers among the Trustees and Committee who are able to devote the necessary time to manage the key activities which allow the club to function.

The Trustees have decided to appoint an Operations Manager, a paid employee role, who will take on many of the tasks currently carried out by volunteers - liaison with site owners and suppliers, pitch scheduling, monitoring pitch maintenance, purchasing of kit and equipment, grant applications and more.

To find out more about Raiders, visit:

- Raiders web site: <https://www.berkhamstedraiders.com/>
- Raiders KnowHow – the parent and manager guide to Raiders: <https://knowhow.berkhamstedraiders.com/>

### Job Title

Operations Manager

### Reports to

Club Chairman/Board of Trustees

### Job Overview

The Operations Manager will ensure that the necessary facilities and equipment are in place to ensure the smooth delivery of services to Club Members and will maintain a beneficial relationship with the Club's suppliers, partners and service providers. The Operations Manager will ensure that Club gets best value from the third-party suppliers that provide products and services to the Club. The Operations Manager will be responsible for recruiting volunteers to assist with some tasks and liaising with the Club Administrator to ensure volunteer availability for major events. The Operations Manager will liaise with the Trustees, Committee, AGCs and Managers to ensure that the Club's needs and requirements are anticipated and met.

## Responsibilities and Duties

### Purchasing and supplies

- To create a forecast of kit and equipment requirements and spend, based on anticipated growth and Club needs to include:
  - Goals, nets, respect barriers, corner flags
  - Team Manager kit – first aid kits, balls, training aids
  - Player kit – shirts, socks, shorts
- To obtain best value from the club's suppliers and manage the procurement of the above to meet the Club's requirements.
- To manage the distribution of kit and equipment to Age Group Coordinators and Team Managers.
- To identify suppliers who can fulfil the Club's requirements.
- To liaise with the finance team to ensure forecasts of expenditure are maintained and expenditure is within budget.

## Club events

- To lead, manage and co-ordinate the delivery of the Club's fund-raising events:
  - Boys Tournament
  - Girls Tournament
  - Presentation Day
- To include:
  - Liaison with venue.
  - Arranging provision of supporting services such as catering, medals, First Aid, PAS and radios, table hire, bins, toilets, signage and printing with the support of the Club Administrator.
  - Ensuring required football equipment is in place and pitches are prepared.
  - Planning and scheduling pre-event preparation and volunteer support.
  - Planning and scheduling on the day volunteer support.
  - Overseeing the delivery of the event on the day.
  - For Presentation Day, coordinating the purchase of medals.

## Pitch provision

- To maintain a positive and beneficial relationship with organisations that provide pitches and facilities to Raiders, including Borough and Parish Councils, local schools, Berkhamsted Cricket Club and Berkhamsted and Hemel Hempstead Hockey Club and Everyone Active.
- Annually, to meet with each pitch provider to review the rental agreement and any operational issues and obtain best value for Raiders.
- To actively seek out new playing locations to accommodate Raiders demand for grass pitches.
- To manage all playing facilities and ensure that supporting equipment is available and is in good condition.
- To periodically review Club equipment stocks held in storage and ensure storage sheds are kept in an orderly manner.

## Pitch allocation

- To ensure that pitches are allocated in a logical and efficient manner for home games.
- To ensure that a schedule of pitch allocation is prepared 6 days before the weekend and that this is shared with Team Managers.
- To oversee the Raiders team of Pitch Coordinators and publicise via email and TextMagic notice of cancellations.
- To request bookings via the Club Administrator for any 3G pitches that are required for match play.

## Pitch maintenance

- To ensure that pitches are maintained to the highest standard, and recommend remedial work and additional maintenance, where appropriate.
- To agree with the Head Coach the schedule of pitch marking.
- To obtain maintenance quotes from third party contractors.
- To oversee any maintenance of Raiders pitches that is undertaken by a third-party contractor and funded by Raiders.
- To monitor the delivery of any maintenance that is undertaken under the Football Foundation Pitch Improvement Grant Scheme.

## BerkoAstro

- In consultation with the Raiders Football Management Committee and coaching team, to prepare a Programme of Use for BerkoAstro 3G for Raiders training and ensure that this is delivered to Ashlyns School by the annual deadline.
- To liaise with Ashlyns School's Facilities Management team on use of BerkoAstro 3G and the Paul Beard Centre.
- To liaise with the Ashlyns Sports Development Officer on booking and charging.
- To monitor the condition of supporting equipment at BerkoAstro and report any need for replacement or repair.
- To attend the quarterly meetings of the BerkoAstro Strategic Committee.

- To manage the relationship with Isalie Catering on the provision of catering at the Paul Beard Centre and for Raiders events.

### Facility Development, Grants

- To seek out and monitor funding opportunities for pitch and facility enhancement.
- To prepare and submit applications for grants of up to £10,000 for pitch and facility development.
- To support the Trustees on major pitch and facility projects and related grant funding.

### Meeting attendance

The Operations Manager will be required to attend:

- Pre-season New Parent and New Manager meetings
- Monthly Football Management Committee meetings and submit a report to the meeting, verbally or in writing.
- Raiders Managers Meetings – four per season
- Quarterly Herts FA Community Club Meetings.
- Annual FA Club Forum weekend at St Georges Park.

And to prepare and submit a quarterly report for the Trustees meeting.

### Qualifications and skills

The position would suit an individual involved in Raiders as a parent who is seeking a lifestyle change and a role that provides considerable flexibility, but dedication to deliver the support that our 1,200 playing members and our 200 strong volunteer team need.

### Essential

The individual should:

- Have a passion for and knowledge of grass roots and youth sport, preferably football.
- Be a self-starter with the ability to manage their own time and workload.
- Have strong organisational skills.
- Have an understanding of how to develop, maintain and improve relationships with both internal and external stakeholders.
- Possess excellent communication skills both verbally and in written form.
- Be able to plan and schedule purchasing, maintenance, and equipment requirements and pitch allocation.
- Have good Word and Excel skills.
- Have access to broadband internet to manage email and access to the Club's online document store.

### Desirable

- Have experience in negotiating and working with suppliers.
- Have knowledge of basic pitch maintenance. (This can be gained through online learning).

### Working hours

The position of Operations Manager is a part-time employed role. It is expected that an average working week over the year will be 20-25 hours, however there will be no pre-set hours of work. The successful candidate will be expected to undertake a work pattern that is necessary to support the activities of the Club. The bulk of the role is concentrated during the football season (September to April). In the Summer months, commitment will be required to arrange liaison with pitch providers, attend meetings, oversee repair of pitches and renewal of equipment, and ensure the purchasing of kit and equipment for the coming season.

The Operations Manager will be expected to use [Clockify](#) or similar time tracking software to record work undertaken and submit a monthly report on time spent.

### Location

The Operations Manager will be home based. Use of a car will be essential to attend meetings and visit pitch locations.

## Remuneration and benefits

- Salary: £23,500 pa
- Reimbursement of reasonable and agreed expenses.
- Cost of travel will be reimbursed at 45p per mile, the HMRC approved Mileage Allowance Payment.
- Holiday entitlement: 140 hours pa
- The Charity will contribute 3% of qualifying earnings to a Workplace Pension Scheme.

## Contact

Keith Pollard, Club Chairman

[chairman@berkhamstedraiders.com](mailto:chairman@berkhamstedraiders.com)

07710 229102