



Blackheath Rugby — Social and Events Manager

Position Overview

The Social and Events Manager is a voluntary role, responsible for planning and delivering a varied programme of club-wide events throughout the year.

The role aims to bring players and members together across all age groups, fostering a vibrant and inclusive atmosphere.

This requires a dynamic individual with strong organisational and communication skills, capable of promoting engagement and a strong sense of community within the Club.

KEY RESPONSIBILITIES

1. Event Planning and Coordination:

The role of the post-holder is to organise and coordinate both small and large social events that attract the wide interest of the whole club from Mini's parents, to professional players; women and men; aged 5 to much older.

Develop initiatives to increase member participation in social activities, catering to diverse age groups and interests. Foster a welcoming environment where members feel valued and connected to the Club community.

Events include, but are not limited to, family friendly gatherings, themed parties, fundraising events and seasonal celebrations covering:

- Club wide end of season dinner
- City lunch
- Beer festival
- Christmas market
- Wine tasting
- Quiz night
- Supper club
- Sponsors events

Supporting fixtures including:

- British Deaf Rugby
- Kent fixtures

2. Liaising with Section leads

Many of the Sections within the community arm of the Club have their own social leads and/or organise their own social events. This role will collaborate with other committee members and volunteers to ensure the appropriate scheduling of events, taking into account teams fixture lists, school holidays and to ensure events are well executed and aligned with Club values.

3. Maximising Revenue

The post holder will also identify additional opportunities for maximising revenue by building on scheduled events through publicity and marketing.

Throughout the season, the Club holds and hosts external fixtures and events. The Social and Events Manager will ensure that any fixture or event is marketed and we maximise the opportunity.

4. Communication and Stakeholder Engagement:

Manage communication channels to promote upcoming events, updates, and successes. Utilise social media platforms, newsletters and website to engage members and attract new participants.

Key stakeholders include:

- Bar manager
- Bite Me caterers
- Section leads or Social Secretaries
- Club executive
- Media and Communications lead

5. Administration and Budget Management:

Maintain accurate records of event budgets, expenditures, and revenue generated.

Work closely with the Club Treasurer to ensure financial transparency and adherence to budgetary constraints.

6. Partnerships and Sponsorship:

Cultivate relationships with local businesses and sponsors to support club events and activities.

Seek opportunities for mutually beneficial partnerships that enhance the club's social offerings and community presence.

Required Skills and Qualifications:

- Strong organisational skills, experience in managing events
- Excellent communication and interpersonal abilities.
- Self starter, able to identify opportunities, make innovative proposals that are followed through to completion.
- Creative mindset with the ability to generate innovative ideas for social engagement.
- Flexibility to work evenings and weekends as required by event schedules.

Time Commitment: This role requires a flexible time commitment, including attendance at committee meetings, match days and club events. Most events will be weekends and/or evenings.

Reporting: The Social and Events Manager reports to the Managing Director. Attendance at the quarterly Club Committee is required, associated with a written report.

APPLICATION PROCESS

Interested candidates should submit a one page expression of interest outlining their relevant experience to clare.elliott@blackheathrugby.co.uk