

JOB DESCRIPTION

GENERAL MANAGER

Location:	Europe	Salary:	Competitive
Reports to:	RLEF Board of Directors	Employment type:	Permanent

THE RUGBY LEAGUE EUROPEAN FEDERATION

The Rugby League European Federation (RLEF) is an Associate Member of the Rugby League International Federation (RLIF) and the de facto governing body for rugby league in the northern hemisphere, with affiliates in North America, the Caribbean, Africa, the Middle East and Europe.

Headquartered in London, the RLEF's six-strong Board of Directors is drawn from the membership and independents. Operationally, the RLEF has three regional directors, one coaching manager, one match officials manager, one media manager and other volunteer officials.

Affiliation with the RLEF has grown in recent years with the organisation now harbouring 11 full members, 10 affiliate members and 17 observers. More nations are actively preparing affiliation applications. The RLEF's eight-year strategic cycle ends in the summer of 2018.

As the regional confederation the RLEF is responsible for ensuring the very highest standards in all competences and operational practices.

THE GENERAL MANAGER ROLE

Purpose

The RLEF General Manager is the chief executive of the organisation, responsible for setting the vision for the organisation, and creating, planning, implementing and executing its strategic direction, at the discretion 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 writing a new strategy, managing RLEF staff and projects, administering its competitions, closely supporting the membership and increasing organisational and member capacity.

Principal responsibilities

- Draft and then implement a new 4-8-year strategy in conjunction with the board of directors and consistent with RLIF strategic objectives
- Manage the RLEF's tiered competition framework
- Effectively line-manage the RLEF staff
- Administer ongoing RLEF projects, such as with the European Union, and create / manage new projects to support implementation of the strategy and role purpose
- Maintain, update and apply relevant policies, rules, terms of reference and regulations

- Manage multiple stakeholder relationships
- Raise the profile of the European Championship, making it a marquee international event in the global rugby league context, through broadcast and commercial partnership acquisition
- Build capacity throughout the membership by effective application of good governance and compliance; a robust technical development framework; infrastructure creation and good practice; domestic championship and club development; NSA recognition (where necessary); and clear understanding of local contexts

Duties / activities

- Ensure effective support of the board of directors, including preparation of supporting documents and execution of its resolutions
- 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
- Engagement with European Commission and other public sector funding agencies
- Support sub-committees for specialist work and advice on relevant issues
- Field and respond to, either personally or through delegation, requests from the membership
- Process membership applications (either for new nations seeking affiliation or existing affiliates seeking a higher level of membership)
- Logistics / operational control for all meetings of the board of directors and membership, including the annual congress
- Logistics / operational control for RLEF official competitions, including regional Rugby League World Cup qualifiers
- Evaluate and make recommendations for various tenders, pertaining to the congress and U19 European Championship
- Manage the Annual Membership Audit of affiliates' compliance with the RLIF membership policy
- Manage the federation's media output in conjunction with the Media Manager
- Prepare the annual report

Essential skills / experience

- Excellent spoken and written English
- Ability to operate in a remote management environment with first class administration skills
- Proven leadership ability with an effective team management record, including up-skilling staff
- Proven excellence in communication skills in a multi-cultural environment
- Digital competencies
- Working knowledge of match official, coach, talent and player pathways
- 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

Desirable skills / experience

- Contract / legal skills
- Public and private sector fund-raising achievement
- Knowledge of the international sporting landscape, including governmental, non-governmental and omnisport body experience
- Speaks more than one language

SCOPE OF ROLE RESPONSIBILITY

Working hours

- The successful application will be prepared to work certain weekends, depending on operational needs
- The role has certain travel demands, usually within Europe but potentially outside of Europe

Decision Making

The job holder will be responsible for making decisions on a day to day basis, involving a range of facts and situations, which require analysis of a range of options, will require initiative, 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, RLIF and member staff.

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.

APPLICATION

Interested candidates should submit their CV and a covering letter (of not more than 300 words) to RLEF company secretary danny.kazandjian@rlef.eu.com by midnight (UK) on 4 July 2018.