



Be the first CEO of the charitable arm of Bath Rugby



CHIEF EXECUTIVE OFFICER

Information Pack

Bath Rugby Foundation

The story so far

Bath Rugby Foundation is the charitable arm of Bath Rugby Club set up to empower young people in Bath and surrounding areas to succeed. We use the values of rugby to inspire young people to create a better future for themselves. Our focus is on improving Health, Education, Employability and Inclusion in the West Country.

The problem

Bath is a city famed for its Roman baths, impressive Georgian architecture, Jane Austen - and of course its rugby club. But behind the Georgian façade lies a different story. 20% of children in Bath are living in poverty.

One area of Bath, Twerton West, is in the top 10% most deprived areas in the country. A matter of miles down the road, Bear Flats is in the top 10% least deprived. All the while, the gap between the two is widening. The poor are getting poorer, and the rich are getting richer. A baby born in the most deprived area of B&NES can expect to live 9.3 years less than one born in a more affluent neighbourhood. Whiteway is within the bottom 1% in the country in its provision of education and training for children and young people. The problem is clear.

And that's why Bath Rugby Foundation has created a host of programmes that ensure every young person, no matter their background, is given the tools they need to succeed – to create a better future for themselves.

Our programmes

Our programmes are geared towards addressing four key areas of need in B&NES, Wiltshire and Somerset: Health, Education, Employability and Inclusion. Each programme is tailored to use sport to build confidence, and empower participants to live successful, happy and healthy lives. Our coaches are not just sports coaches, they are mentors. They give dedicated support to motivate, raise self-esteem, increase confidence and improve life skills. Each session combines physical activity with education sessions to change the lives of the most vulnerable members of our community.

Bath Family

Bath Rugby Foundation is the charitable arm of Bath Rugby Club, formed out of its desire to give back to the community. The Foundation is financially independent and separately governed, but we work together to use the glamour of the Club to create a legacy, and a lasting positive change in the community. Whether its Bath Rugby players helping out at sessions, or the Club creating a charity shirt in aid of the Foundation, every year we work together to get staff and players involved with the community, and to raise vital funds to allow the Foundation to continue.

The future

2017 marks a big year for the Foundation. As the Foundation is financially independent and self funding, fundraising remains at the core of our ambitions to raise more money to help more young people in need. In September we will be moving to a new facility in the centre of Bath, designed to better suit our needs. It will allow us to work with young people in an accessible, convenient location which takes us back to the heart of the City we serve. This office move requires a strong leader with experience in change management to guide us on this very exciting path.

Bath Rugby Club, with whom we share a strong relationship, have well documented plans to build a stadium at The Rec which presents another opportunity for the Foundation to cement its legacy as a community organisation which makes genuine impact on Bath and the surrounding areas. We are looking for our first Chief Executive (CEO) who has the vision and experience to take the organisation to the next ambitious level.

More information about the charity can be found at www.bathrugbyfoundation.com.

Job Description

Title: Chief Executive Officer

Reports to: The Board of Trustees

Job Summary:

Reporting to the Board of Trustees and as a member of the Senior Management Team the role of the Chief Executive Officer (CEO) is to develop and manage the Foundation, providing passionate and inspiring leadership, creativity and vision to ensure that it continues to grow, is wide reaching in its influence and positively benefits everyone affected by the services it delivers. The CEO must ensure the Foundation's reputation is consistent with the highest professional standards in everything it does. It is a highly challenging, but deeply satisfying role.

Key relationships:

Internal: Chairman and other trustees, clients, contractors, key stakeholder (Bath Rugby), senior managers, employees and volunteers

External: Providers of funds - (individual and corporate donors, sponsors, statutory bodies, trusts and foundations), community groups, council officers, politicians, auditor and other external agencies.

Key specific responsibilities:

Leadership

- To act as a source of inspiration and motivation providing strong leadership, direction, and management in relation to all aspects of the Foundation's activities.
- To build and sustain the reputation of the Foundation.
- To represent the Foundation at forums, committees and working groups as appropriate.

- To ensure that the Foundation is highly effective in its communication and engagement with all partners and key decision makers both internally within Bath Rugby Club and externally.
- To raise awareness of the Foundation through the effective use of media and community engagement.
- To deliver through your team

Strategy

- To produce an annual review and construct a rolling three year business plan.
- To review, update and implement the Foundation's Strategic and Business Plans and ensure that they are continually the central drivers of the Foundation's work.
- To ensure the Foundation's future financial viability by the achievement of agreed financial plans, goals and objectives.
- To ensure that funding is in place to facilitate activity in line with the Foundation's development objectives by developing and implementing a strategy for maximising income from an appropriate balance of sustainable fundraising streams.
- To be aware of emerging Government and other agency initiatives and policies that may affect the Foundation.
- To manage the expansion and the development of the Foundation's frontline delivery activities and the profile and level of influence in the community through an increase in the volume and quality of programmes delivered.

Operations

- To account for the overall performance of the Foundation against operating plans and budgets.
- To produce the annual budget and management information to enable monitoring of financial performance against budget.
- To set and review employee targets and objectives and identify and satisfy employee and volunteer training needs.
- To support the Board of Trustees in delivering strong governance ensuring that the Foundation is abreast of changes in relevant legislation, adheres to these changes and complies with all relevant requirements of the Charity Commission.
- To oversee health and safety, risk management, and equality and diversity and report in accordance with best practice.
- To oversee the HR function maintaining and building on a strong shared sense of identity, culture and team work and ensuring that staff, volunteer and contractor resources are used as effectively and efficiently as possible.
- To ensure the development, quality levels and effectiveness of service delivery, facilitating regular consultation with service users to ensure the Foundation continues to respond to their needs.
- To ensure compliance with fundraising standards and development in regulatory requirements.

Person Specification

The candidate should have experience in a senior management role and have managed a staff team in a professional environment through a process of change.

Skills and abilities

- A proven business manager experienced in developing strategy, business planning, financials, communications and marketing management.
- A track record of running a successful organisation at board level.
- Experience of expanding an organisation through increasing existing funding streams and developing new ones.
- A skilful, experienced people manager, team builder, motivator and leader of employees and volunteers.
- Experience in implementing and managing service delivery quality systems and ability to work well under pressure in a complex environment.
- Demonstrable ability to communicate convincingly and effectively with a wide range of audiences and at all levels (internally and externally).
- Ability to develop close relationships with key decision makers and influencers.
- Ability to oversee an HR function, maintaining a strong sense of identity, culture and teamwork.
- Experience of working with a Board of Trustees in delivering strong governance and ensure that the Foundation is abreast of changes in legislation and adheres to the changes in line with Charity Commission requirements.

Attitudes

- A commitment to the culture, ethos and values of the Foundation
- Recognition of the importance of professionalism and of the importance of the professional reputation and standing of the Foundation.
- An inclusive management style
- Commitment to policies on diversity and equal opportunity
- A source of inspiration a motivation, strong leader with clarity of direction.
- Entrepreneurial, able and willing to source and develop new ideas.
- Pragmatic, creative and solution focused

Qualifications

Degree level of education or equivalent.

Terms and Conditions

Duration:	Permanent position
Salary:	c£60,000
Pension:	A pension contribution matched by the employer.
Holidays:	25 working days plus bank holidays

Hours of work: Flexible full time appointment, c37.5hrs.
Probation: There will be a six month probationary period.
Notice Period: Three calendar months on either side, after a satisfactory six month probationary period. During probation, notice will be one week on either side.

Recruitment Process

Please apply by sending your CV and covering letter to FoundationJobs@bathrugby.com. Your letter should outline examples of your management experience in business strategy development, planning, financial control, communications and marketing and provide details of how your skills, abilities and attitude meet the criteria set out in the "Candidate Profile". Alternatively you may post your application form and CV to Peter Wragg, Bath Rugby Foundation, Farleigh House, Farleigh Hungerford, Bath BA2 7RW.

Applications close on the 24th March 2017

First interviews - week commencing 10th April 2017

Second interviews including candidate presentations - week commencing 24th April 2017.