



Committee Role Descriptions

Title: Competition Manager

Overview: Manchester Chargers are the premier Touch club in the North West and our goal is to grow and sustain the sport. Our focus is to develop the game, grow participation and help more people to play Touch, more often.

Role purpose:

- Lead the organisation of all competition related logistics with the relevant sub-committee team development members
- Identify all relevant competitions, working with committee and sub-committee members to secure event bookings
- Have oversight of and feed into the development of all competition plans & goals for the season
- Work with club members, players and the committee to develop clear processes and expectations for competition sign up, payment, and player welfare
- Actively promote and support the engagement of players with the competition process, being available to answer queries and provide standardised information.

Length of term: Elected by Voting Members at AGM for a 1 year term.

Touch Calendar: The Touch calendar is cyclical, with key tournaments taking place over spring and summer with more focus on strategic planning over autumn and winter.

Required Skills and Experience:

Person specification	E	D
Ability to work to tight deadlines, collating and submitting information to a high standard	X	
Well-developed interpersonal, verbal and written communication skills	X	
Self-motivated and able to work independently and as part of a team	X	
Demonstrated success in managing individual differences and group dynamics		X
Highly motivated and target-orientated with a passion for achieving elite success	X	
Ability to evaluate and improve policies/procedures with a problem solving approach		X
Ability to manage volunteers	X	
Excellent knowledge of the sport of Touch	X	



Committee Role Descriptions

Scope of job/key elements:

Main duties and Job Accountabilities	Measures and input required
Coordinate the annual Touch calendar of events, including, covering both England Touch Series, Development events and potential tours.	Plan and ensure that members are aware of all options to play and allows the full range of members to engage and participate.
Facilitate and be responsible for the entering of events.	Ensure members are signed and paid up. Events are entered in a timely manner.
Develop a process for signing up to competitions and ensure these processes are adhered to. E.g. all player payments received 1 week prior to the comp, etc.	Ensure all members know the process



Committee Role Descriptions

Title: Operations Manager

Overview: Manchester Chargers are the premier Touch club in the North West and our goal is to grow and sustain the sport. Our focus is to develop the game, grow participation and help more people to play Touch, more often.

Role purpose:

- Be responsible for the day-to-day operations of the club, working with the committee to deliver the objectives of the club
- Work with other committee members to develop and embed efficient and standardised processes in the daily running of the club
- Document and track team plans, updating the committee when required
- Work with other committee members to operationalise team plans, supporting the sharing of useful information and best practice
- Scope opportunities for continuous improvement in all areas of the club
- Coordinate committee meetings with other committee members

Length of term: Elected by Voting Members at AGM for a 1 year term.

Touch Calendar: The Touch calendar is cyclical, with key tournaments taking place over spring and summer with more focus on strategic planning over autumn and winter.

Required Skills and Experience:

Person specification	E	D
Programme management experience	X	
Quality improvement expertise		X
Proven track record of effective leadership and management of a team or organisation.	X	
Well-developed interpersonal, verbal and written communication skills	X	
Highly motivated and target-orientated	X	
Significant experience of building trust and strong relationships with a range of stakeholders at all levels.	X	
Ability to act independently and impartially, making decisions objectively, based on understanding of facts and different perspectives.	X	
Have operational/leadership capability to develop and deliver team vision		X
Needs strategic experience	X	
Excellent engagement at all levels		X
Understanding of governance processes - for legal reasons due to Covid-19		X
Experienced in inclusivity and involvement of different groups		X



Committee Role Descriptions

Scope of job/key elements:

Main duties and Job Accountabilities	Measures and input required
Ensure the day-to-day running of the club is effective, working with committee and external stakeholders to deliver the objectives of the club.	<ul style="list-style-type: none">• Demonstrate effective leadership to the within the club• Lead on the operational implementation of the Strategic and Operational plans.• Inspire and empower volunteers to lead and deliver on their areas of responsibility effectively.• Be the lead conduit between different areas of the club, building a collaborative and inclusive environment that values diversity.
Work with the committee to ensure the delivery of key programmes and initiatives	<ul style="list-style-type: none">• Work collaboratively with Competition Manager (and team) to ensure the calendar works for all level of player.• Ensure the High Performance programme is progressive and thriving, whilst meeting targets.• Act to assure the development of the club is evolving within the framework set.• Work with Membership Manager to ensure members receive a high-quality service and are engaged with the development of the club.
Manage the training and development of club members and committee.	<ul style="list-style-type: none">• Work towards developing key club members and rewarding with CPD.
Work with Governance Manager putting in place appropriate systems to manage Complaints and Appeals	<ul style="list-style-type: none">• Ensure the committee is open and accountable to the members and actions stand up to scrutiny
Responding to queries on governance and members matters from members	<ul style="list-style-type: none">• Manage and monitor incoming email and respond accordingly



Committee Role Descriptions

Title: Governance and Membership Manager

Overview: Manchester Chargers are the premier Touch club in the North West and our goal is to grow and sustain the sport. Our focus is to develop the game, grow participation and help more people to play Touch, more often.

Role purpose:

- Ensure the club is compliance with applicable laws, regulations and best practice
- Act as the Data Protection Officer for the club, responsible for dealing with all data protection matters, requests, and ongoing compliance with Data Protection Act 2018 and GDPR
- Assist with the development and management of the clubs Risk Framework.
- Policy updates and Safeguarding
- Keeping the member database up to date, ensuring members details are correct and paid up
- Work with Operations Manager on the annual member survey
- Interpret and implement COVID-19 regulations

Length of term: Elected by Voting Members at AGM for a 1 year term.

Touch Calendar: The Touch calendar is cyclical, with key tournaments taking place over spring and summer with more focus on strategic planning over autumn and winter.

Required Skills and Experience:

Person specification	E	D
Proven track record of effective leadership and management of a team or organisation.	X	
Well-developed interpersonal, verbal and written communication skills	X	
Highly motivated and target-orientated	X	
Significant experience of building trust and strong relationships with a range of stakeholders at all levels.	X	
Ability to act independently and impartially, making balanced and informed decisions objectively, based on understanding of facts and different perspectives.	X	
Have operational/leadership capability to develop and deliver team vision		X
Needs strategic experience	X	
Excellent engagement at all levels		X
Understanding of governance processes - for legal reasons due to Covid-19		X
Experienced in inclusivity and involvement of different groups		X



Committee Role Descriptions

Scope of job/key elements:

Main duties and Job Accountabilities	Measures and input required
Ensure the club complies with its governing bodies documents	Ensure the committee understand and evaluate the role it plays and the way it contributes to the club
Accountable for all Judiciary and Advisory matter	Ensure the committee upholds the highest standards of integrity both in its direct work and in the wider environment of Touch. Assure the investigation and resolution of complaints and disciplinary proceedings is fair and transparent
Putting into place effective policies and procedure which are reviewed regularly	Ensure the committee and the clubs' members are conscious of the standards it should operate to, and of its role in exercising appropriate and effective control
Manage risk register to ensure that the club is managed efficiently and effectively	Provide updates to the committee and members on how risk is being assessed and managed



Committee Role Descriptions

Title: Development & Recruitment Manager

Overview: Manchester Chargers are the premier Touch club in the North West and our goal is to grow and sustain the sport. Our focus is to develop the game, grow participation and help more people to play Touch, more often.

Role purpose:

- Engagement and recruitment of new players to the club
- Ensure a strong Social Media presence and updated website.
- Work with high performance manager to progress new and developing players, including recruiting and management of the junior section of the club
- Lead and implement strategies and plans to ensure the sustained success and development of the club across the development (DNTS) and social leagues
- Encourage participation and ensure correct players are being selected for appropriate competitions e.g. fewer NTS players in DNTS or developing tournaments.

Length of term: Elected by Voting Members at AGM for a 1 year term.

Touch Calendar: The Touch calendar is cyclical, with key tournaments taking place over spring and summer with more focus on strategic planning over autumn and winter.

Required Skills and Experience:

Person specification	E	D
Experience of utilising social media outlets to promote a product or service		
Ability to produce creative content		
Proven track record of effective leadership and management of a team or organisation.	X	
Well-developed interpersonal, verbal and written communication skills	X	
Highly motivated and target-orientated	X	
Significant experience of building trust and strong relationships with a range of stakeholders at all levels.	X	
Ability to act independently and impartially, making decisions objectively, based on understanding of facts and different perspectives.	X	
Have operational/leadership capability to develop and deliver team vision		X
Needs strategic experience	X	
Excellent engagement at all levels		X
Understanding of governance processes - for legal reasons due to Covid-19		X
Experienced in inclusivity and involvement of different groups		X



Committee Role Descriptions

Scope of job/key elements:

Main duties and Job Accountabilities	Measures and input required
Encourage grass roots development through targeted development of Touch at local rugby clubs and schools through targeted engagement	Develop plans to actively engage with local clubs and schools, implementing initiatives and recruitment drives
Formulate a development plan for the club moving forward, in conjunction with other committee members.	Development plan finalised and executed
Work with the coaches, senior players and relevant stakeholders within the membership to develop Touch within the club with specific regard to developing emerging playing and coaching talent.	Ensure members are made aware of upcoming courses in the region (refereeing and coaching). Scout at the leagues to ensure a good spread of player base.
Work with the High Performance Manager to develop the player pathway to allow for the progression of all players to the elite level	Pathway graphic including clear direction for all players looking to get into the sport
Aid the development and progression of Referees throughout the club	Create a list of those interested in refereeing, and work with them to create a support and development plan
Communication with players regarding training dates, venues and selection.	Key dates set out and communicated across social media and group chats.
Team morale and motivation.	Good working relationship with players and coaches. Team is cohesive.
Responding to queries on development	Manage and monitor incoming email and respond accordingly