



**Job Description and Person Specification:**  
**Club General Manager**

<b>Role title:</b> Club General Manager	<b>Reports to:</b> Brixton Topcats Board
<b>Salary:</b> £35,500 per annum (£21,300)	<b>Part time:</b> 21 hours / 3 days per week
<b>Fixed term:</b> 2 years	
<b>Purpose of the role:</b> To ensure the club is run in a professional and sustainable manner, building on the strengths of the club and undertaking continuous improvement so that the club can continue to thrive in the future.	

**Responsibilities of the role:**

**Basketball operation**

- Ensure the smooth running of basketball operations within the club including scheduling of community and team training sessions, planning and delivery of camps and effective game day operations
- Maintain and manage an active calendar of club milestones, events, fixtures and camps.
- Build relationships with schools and other basketball stakeholders in the borough

**Club management**

- Act as a key point of liaison between the club's board and coaching staff
- Take a leading role in delivering key strategic objectives including increasing participation across the whole club with a specific focus on U14s, girls and community

**Communications and marketing**

- Support the delivery of brand activations and events with commercial partners
- Improve and develop communications between the club and our members and parents
- Other activities as commensurate of the role

## **Person specification**

### **Essential**

- Highly organised with excellent time management skills
- Excellent communication skills, both verbal and written, with the capacity to communicate information and recommendations accurately, clearly and succinctly
- Excellent interpersonal skills and the ability to work with experts with varying perspectives
- Ability to motivate and lead people and hold the board and staff accountable
- Ability to work outside of regular office hours including on Sundays throughout the course of the basketball season.
- Ability to work autonomously and proven ability to work as part of a team to deliver outcomes
- Proven administration competence
- Proven experience in a managerial role
- Demonstrated knowledge and / or experience in the sport of basketball and it's administration

### **Desirable**

- Demonstrated experience of writing successful grant funding applications
- An understanding of the history and relevance of the club to the local community and wider basketball context in the UK
- Demonstrated experience of developing and managing relationships with corporate partners
- Demonstrated experience in the operations of a not for profit or similar organisation