



Clubhouse Events & Hospitality Manager

Part-time | Approx. 20 hours per week | Flexible working pattern

12-month fixed-term contract (with potential to extend)

Salary: £15,000 - £18,500 per annum, plus performance-related bonus

Bradford on Avon RFC is seeking an enthusiastic, organised and commercially minded **Clubhouse Events & Hospitality Manager** to lead the day-to-day operation and development of events at our clubhouse. The successful candidate will play a key role in growing our non-rugby income streams, particularly venue hire, funeral wakes, private functions and community events, as well as maintaining and growing rugby related income streams, while ensuring an excellent experience for members, guests and visitors.

The role offers a high degree of flexibility and variety, making it ideal for someone with experience in hospitality, events, venue management or community organisations. The successful candidate would report directly to one of the rugby club directors on a weekly basis.

To apply, please email your CV together with a covering letter explaining why you are interested in the role and how your skills and experience make you a strong candidate. Applications should be sent to **jobs@boarugby.club** no later than **Friday 7th August 2026**. Interviews are expected to take place shortly after the closing date, and we reserve the right to close the recruitment process early if a suitable candidate is identified.

Key Responsibilities

Clubhouse Operations

- Act as a primary keyholder for the clubhouse.
- Open, close and secure the premises as required.
- Ensure the clubhouse is clean, welcoming and operational.
- Coordinate maintenance issues and liaise with volunteers, suppliers and contractors.

- Support compliance with licensing, health and safety and club policies.

Venue Hire & Events

- Manage enquiries and bookings for:
 - Funeral wakes
 - Private parties
 - Corporate events
 - Community events
 - Club functions
- Conduct venue viewings with prospective hirers.
- Coordinate room layouts, staffing and event delivery.
- Build relationships with local funeral directors and community organisations.
- Ensure excellent customer service throughout the booking journey.

Commercial Development

- Work with club volunteers and directors to grow non-rugby revenue streams.
- Promote venue hire opportunities through social media and local marketing.
- Identify new commercial opportunities and partnerships.
- Support sponsorship and hospitality activities.
- Track bookings, income and key performance indicators.
- Support external paying users of the rugby club grounds and facilities.

Bar & Hospitality

- Support the coordination and hosting of rugby fixtures (incl. touring clubs)
- Support bar operations and volunteers where required.
- Support the management of stock ordering and supplier relationships.
- Support and develop cellar and stock control processes.
- Help ensure efficient and profitable operations.

Essential Skills & Experience

- Strong organisational and administrative skills.
- Excellent communication and interpersonal skills.
- Experience in hospitality, events, venue management or customer service.
- Commercial awareness and an ability to identify growth opportunities.
- Comfortable working independently and taking initiative.
- Reliable and trustworthy with keyholder responsibilities.
- Flexible approach to evening and weekend working.

Desirable Experience

- Experience managing events or venue hire.
 - Knowledge of licensed premises operations and bar management.
 - Experience working with volunteers and community organisations.
 - Marketing and social media experience.
 - Experience within sports clubs, charities or community venues.
 - Holder of a Personal Licence under the Licensing Act 2003 (or willingness to obtain one).
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What We Offer

- Flexible working arrangements.
- Opportunity to shape and grow the role.
- Performance-related bonus opportunities.
- A supportive and welcoming club environment.
- The chance to make a meaningful impact within the local community.

Indicative Working Pattern

- Approximately **20 hours per week**.
- Mixture of daytime administration, evening events and occasional weekends.
- Flexibility to work around the club's seasonal calendar.