



BAFA Operations Manager

The role

The British American Football Association (BAFA) is the recognised National Governing Body for the sport of American football in the UK for both contact and flag formats. BAFA is responsible for all regulatory, competition, performance and development aspects of the game.

The organisation has been undertaking an exciting governance and organisational transformation over recent years and is looking to bring on board an Operations Manager. This is a highly impactful role with the ability to both shape and deliver the strategic direction of the organisation at a pivotal time.

Our long term ambition is to professionalise the game and inspire more people to play and play a part. We want to build a high performing National Governing Body and create a dynamic sport that is accessible, safe, inclusive and enjoyable.

This role is part of the Senior Leadership Team within BAFA and will report directly to the CEO.

Responsible to: Pete Ackerley – CEO

Length of term: Permanent

Position type: Part-time role to start

Suggested hours: 22.5 hours p/w

Salary: Up to £32k pro rata

Key Personal Competencies

To be considered for this role, you'll need to demonstrate you:

- Are well organised, approach work in a logical way and can work through administrative matters quickly and efficiently.
- Can take ownership of all of this role, working collegiately within the Senior Leadership Team.
- Can manage finance, budgets and understand management accounting principles
- Understand what it takes to be an effective organisation and that you can be at the heart of it being implemented.

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- Are skilled in creating policies and procedures.
- Have people management skills, both practically and theoretically.
- Are skilled at using mainstream software and can pick up ICT support and development with ease.
- Have demonstrable commitment to ethics within sport.
- Demonstrate commitment to equal opportunities and equity
- Have enthusiasm for the sport of American football and share our long term ambition vision for the sport and commit to our beliefs and values.

Specific Responsibilities

Corporate Governance and Risk Management

- Reviewing, updating and managing company policies and procedures related to governance and risk management.
- Manage administrative support to the Board of Directors and its committees.
- Set-up systems for reviewing changes in legislation and updating internal policies and procedures.
- Carry out an annual risk assessment exercise and manage related processes.
- Establish a business continuity plan.
- Responsibility for organisational policies including: Data Protection, Health & Safety, Anti-Doping, Registration and Codes of Conduct.
- Ensure all policies and procedures are communicated throughout the organisation.
- Act as the point of contact in stakeholder engagement at operational level.



Financial Management

- Responsible for maintaining monthly accounting processes, including the processing of income, bills, payments and invoicing. This will include managing the company's accounts software and ensuring financial paperwork is filed in an organised and timely manner.
- Maintain and review the company's financial procedures (set out in the Financial Procedures Manual) and ensure they are understood and followed by all staff, company directors and volunteers.
- Support the financial aspects of programmes, competitions and events run by staff and volunteers.
- Assist preparation of annual budget as part of the operational planning process.
- Liaise with Finance Manager to produce quarterly and annual financial reports for Board review.
- Oversee financial administration related to BAFA merchandising activity including sales, reconciliation of revenue, and ordering and tracking of stock through the stock inventory.
- Oversee the administration of BAFA insurance provision, including providing evidence of insurance cover, working with the insurance brokers on administration and policy renewal matters, handling claims and other enquiries.

Human Resources

- Ensure contracts and job descriptions are in place for all staff and volunteer roles and are regularly reviewed.
- Ensure comprehensive policies and procedures are in place and are regularly reviewed with regard to compliance with legislative changes, to ensure the sound management of employees and volunteers.
- Maintain processes and staff records relating to employment, payroll, contributory pension provision, flexible working and annual leave tracking. This will include handling confidential or personal details in a responsible manner.
- Establish an Induction Programme for new members.
- Establish a protocol for recruitment, advertising of vacancies and selection criteria.

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ICT & Communications

- Oversee the technical support and development of company ICT including NGB websites, social media and communications, email system, office server and computer provision to staff. Provide office- and home-based operational support to the organisation, including providing training and guidance to individuals on various financial, HR and ICT processes as required.
- Operational support to Commercial partners.
- Collaborate with the Communication Team to support its delivery of the company's communications and marketing initiatives.

Support to Club Development and Accreditation

- Operational support to the Club Development and Accreditation team
- Establish a robust and maintainable process for the review of existing clubs.
- Liaising with team managers and any other relevant club contacts
- Coordination with other Committee members
- Work with other BAFA Committees and BAFA Functions
- To oversee the operations and day-to-day running and managing the provision of equipment and facilities to ensure they are able to fulfil the requirements of their roles.

Additional Responsibilities

As a member of the Senior Leadership Team within BAFA the role will be expected to be prepared to contribute across a wide range of activities, accepting collective and individual responsibility, where needed and necessary. At times, this may include becoming involved with regional work, directly delivering activities or working upwards to shape the strategic direction of the organisation. All staff are expected to be organised and administratively sound, assisting others where necessary.

Job descriptions cannot be exhaustive and the post-holder may be required to undertake other duties broadly in line with the above key responsibilities.

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Diversity and inclusion

The British American Football Association embraces equality, diversity and inclusion both on and off the field of play, where everyone can bring their whole selves to the organisation. We encourage job applications from suitably qualified and eligible candidates irrespective of their age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, marriage and civil partnerships.

How to apply

Applications should be sent to Volunteers@BritishAmericanFootball.org

Include your CV with two character references and a cover letter.

Applications close on the 1st of Sept 2021.

You will be notified if shortlisted and interviews will be conducted shortly after.

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