



BSFCIO Job Descriptions

Title	Chairman	CIO	Baslow Sports Field	Charity Commission No:	1164305
Responsible for the overall leadership of the Trust and its constituent Sports Clubs and Groups in accordance with the Trusts objectives and constitution.					
Areas of Responsibility	Responsibilities				
Management	Be a lead in setting the strategy, policies and procedures of the Trust				
	Be a lead in setting responsibilities and authorities within the Trust (including sub committees)				
	Co-ordinate and supervise the management of the Trust				
	Set the agendas and Chair the Trustees meetings				
	Oversee the maintenance of the BSF buildings and grounds				
	Provide guidance to the Trustees, user groups and individuals as appropriate				
	Ensure a good atmosphere of co-operation and to develop this throughout the Trust				
	Be a lead in deciding the community involvement programmes of the Trust				
Relationships	Manage external relations and act as a point of contact for user groups and individuals; Charity Commission; General Public; Sporting bodies; Local Authorities; utilities, Chatsworth Settlement Trustees, National Park Authority, etc				
	Control significant agreements, important applications and reports with/to the authorities and other parties				
	Manage inter-club relationships				
Legal & Compliance	Ensure the Trust acts within the terms of its Constitution				
	Ensure the Trust operates in accordance with all relevant laws and regulations				
	Ensure Trustees are aware of their obligations and receive any necessary training				
	Ensure the Trust operates in an environmentally responsible manner				

Marketing & Publicity	Oversee matters relating to the promotion of the Baslow Sports Field
	Promote Trust events
	Produce a monthly piece for the Baslow Parish News magazine
Finance & Control	Plan, with the Treasurer, budgets for each financial year
	Ensure the financial accounts of the Trust are independently audited
	Play an active role in applying for funding

Title	Treasurer	CIO	Baslow Sports Field	Charity Commission No:	1164305
Responsible for maintaining effective and efficient financial records indicating how the Trust's money is raised, spent and invested.					
Areas of Responsibility	Responsibilities				
Finance	Maintain PL ac and Balance Sheet – generally monitor Trust finances				
	Manage bank accounts				
	Pay invoices in accordance with approvals				
	Keep the Chairman and Trust members informed of financial matters - avoid any surprises				
	Ensure Restricted funds are maintained for the future re-surfacing of the tennis courts and the replacement of the multi-use court; floodlights, artificial wickets/nets surfaces				
Ensure that Trust accounts are audited each year by a recognised and qualified independent auditor					
Budgets	Provide the Trustees with an annual budget no later than March in each year and at least one week prior to the Meeting in which Trustees' approval is sought				
	Ensure that the budget covers all running costs and builds sufficient reserves to cover future anticipated capital expenditure				
Legal & Compliance	Write the annual report of the Charity on behalf of the Trustees in support of the Annual Accounts.				
	Complete and submit the Annual Return to the Charities Commission				
	Ensure that the Gift Aid scheme works in accordance with current legislation				
General	With facilities manager – ensure that assets are adequately insured				
	Ensure payment of maintenance staff is in accordance with the annual agreement or instructions from the Trustees to do any additional work.				
	Ensure assets are adequately insured.				
	With the Chairman - oversee the maintenance of the BSF buildings and grounds				

Title	Secretary	CIO	Baslow Sports Field	Charity Commission No:	1164305
Responsible for the day to day administration of the Charity in accordance with the Constitution approved by the Charity Commission.					
Areas of Responsibility	Responsibilities				
Meetings	Give adequate notice for meetings to Trustees and other officers; circulate Agendas; Minutes of Previous Meeting; supporting papers etc.				
	Receive any apologies				
	Guide the Chairman through the Agenda - provide supporting information to Trustees				
	Take Minutes of Trustee Meetings				
	Advise the Chairman and Trustees if a proposal might conflict with the Charity's Constitution, Rules or precedence				
	Publish notice of the AGM and circulate Agendas; Minutes etc..				
	Receive any apologies; advices of AOB and nominations for elected positions				
Legal & Compliance	Ensure the Trustees are aware of and act within the terms of the Charity's Constitution				
	Ensure the Trustees are aware of and act in accordance with all relevant laws and regulations				
	Draft Policies, Rules and Procedures for consultation and agreement by the Trustees				
	Ensure that Trustees' details are accurately recorded and advised to the Charity Commission				
Membership	Maintain BSF Membership records for affiliated groups and individuals				
General	Maintain the Minute Book of the Charity				
	Maintain the Trustees Declarations signed by the Trustees				
	Update and circulate the Charities Policies, Rules and Procedures				
	Maintain the archival records of the Charity containing items which may be of historical interest				

Title	Business Development Manager	CIO	Baslow Sports Field	Charity Commission No:	1164305
Responsible for promoting and communicating the interests of the Trust to a wider audience					
Areas of Responsibility	Responsibilities				
Marketing & Publicity	Promote the Trust's facilities – especially the MUGA				
	Promote the Trust's functions and activities: SportsFest, Talks, Quiz Night etc				
	Manage the content of the Trust's web site				
	Promote Fund Raising (beyond club membership): sponsorship, social activities, etc				
Relationships	Liaise with Clubs to support their PR and communications work				
	Act as media liaison officer				
Legal & Compliance	Generate options to allow Trustees to choose a "corporate identity"				

Title	Facilities Manager	CIO	Baslow Sports Field	Charity Commission No:	1164305
Responsible for ensuring the pavilion is maintained to the best affordable standards and that it meets legislative requirements.					
Areas of Responsibility	Responsibilities				
Management	Manage the interior and exterior maintenance of BSF buildings – including drains				
	Manage the security of the pavilion – including the store room				
	Manage floodlight systems and liaise with users and the Bookings Secretary when necessary				
	Manage Fire Alarm and electrical inspection contracts				
	Manage the boiler room – to provide central heating and showers and hot water to the kitchen				
	Manage and oversee the cleaning contract and contractors and ensure premises are kept clean and tidy				
Legal & Compliance	Ensure compliance with Health & Safety regulations (also to include the Bowling Cub)				
General	With Treasurer – ensure that assets are adequately insured				
	Ensure that the Car Park is well maintained and appropriately used				

Title	Bookings Secretary	CIO	Baslow Sports Field	Charity Commission No:	1164305
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Responsible for maintaining a proficient booking system for the Trust's facilities.

Areas of Responsibility	Responsibilities
General	Act as a point of contact for bookings for groups and individuals.
	Maintain a bookings diary for all sports field facilities, except for bowls and tennis.
	Produce monthly list of bookings for display on the BSF website and in the pavilion
	Provide the Treasurer with a monthly list of usage to be invoiced and any cash receipts.
	Keep records of MUGA usage for reporting to Sport England

Title	Bar Steward	CIO	Baslow Sports Field	Charity Commission No:	1164305
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Responsible for the observance of the Charity's rules regarding the sale of alcohol and compliance with the terms of the Premises Licence in respect of the Licenced Bar.

Areas of Responsibility	Responsibilities
Legal & Compliance	<p>Hold a Personal Licence issued by an appropriate authority under the Licensing Act</p> <p>Act as a point of contact with the issuing authority, Derbyshire Dales District Council, and other statutory bodies who may have an interest, eg Police, Environmental Health, Fire etc.</p>
Relationships	<p>Act as a point of contact with wholesale suppliers such as the Beer Seller and Booker Cash & Carry.</p> <p>Liaise with Bookings Secretary re bar opening and arrange staff to cover.</p>
Administration	<p>Appoint, train and supervise voluntary bar staff</p> <p>Ensure stock of all items is maintained at a level to meet anticipated demand and no out of date stock is sold.</p> <p>Set prices for products to maintain average margins and ensure these are in the correct format and are prominently displayed.</p> <p>Check receipt of stock against delivery note and pass to the Treasurer.</p> <p>Purchase consumables and bar sundries for cash as required and pass invoices to the Treasurer.</p> <p>Maintain a float of £150 and ensure that there is sufficient small change to meet anticipated need.</p> <p>Ensure takings are recorded on till sheet and are passed to the Treasurer less any cash purchases. Alternatively bank takings on behalf of the Treasurer.</p> <p>Weekly or as required - carry out pump and equipment cleaning in accordance with instructions.</p> <p>Quarter endings- carry out stock check and pass to the Treasurer.</p> <p>Negotiate prices with Beer Seller at least once a year.</p>

Title	IT Manager	CIO	Baslow Sports Field	Charity Commission No:	1164305
Responsible for developing the Charity's IT strategy, developing and maintaining the BSF website					
Areas of Responsibility	Responsibilities				
Technology	Develop and maintain the Trust's web site				
				
	Develop and implement an email policy for Trust officials				
Relationships				
	Manage the Trust's ISP account and domain name facility				
Legal & Compliance	Work with the Business Development Manager to provide appropriate content for the Trust's web site				
	Ensure the BSF website and social media comply with relevant laws and regulations.				

Title	School Representative	CIO	Baslow Sports Field	Charity Commission No:	1164305
Responsible for ensuring the Trust develops and maintains effective relations with St Anne's School					
Areas of Responsibility	Responsibilities				
Representation	Represent St Anne's in all matters relating to the pupils use, or potential use, of the Trust's sporting facilities				
	Recommend how best the Trust can promote and support the recreational interests of St Anne's pupils				
	Ensure that St Anne's is aware of all relevant initiatives undertaken by the Trust.				
	Encourage St Anne's to play an active role in the SportsFest				
Relationships	Build and maintain effective relations with St Anne's school including: the Head Teacher, Staff, Pupils and Parents' Association				
	Liaise on general matters between the Trust and St Anne's				
Legal & Compliance	Understand and accept the responsibilities of being a Trustee of Baslow Sports Field				
General	Promote the role of the Trust within the school				
	Attend Trustee meetings (quarterly)				