



# Kent County Rugby Football Union



Main County Sponsor

## Role Description

**Role Title:** Succession Planning Manager

**Role Purpose:** To manage succession planning within the KCRFU, ensuring that roles are documented with clear objectives for each post and reviewed on an annual basis. To create long term succession management plans, developing individuals to achieve their aspirations.

**Reporting Line:** Executive / Chairman KCRFU

**Direct reports:** None

**Working relationships:**

- Chairman of the KCRFU executive committee
- KCRFU Executive Committee Members
- Club Chairmen
- KSRFU
- Academy Alumni
- Academy Mentors
- Leadership Academy Candidates
- Game Development Chair
- Club Development Chair

**Main tasks and responsibilities:**

- To create and ensure adequate plans are in place for the development of a succession management plan for County Executive Committee and sub-committees covering the following 3 years.
- To ensure all Members of the Executive Committee have up to date job descriptions which are agreed and signed off by both the job holder and the (Chairman/ Leadership Academy Director/ Executive)
- To introduce induction training plan for new KCRFU Executive Committee recruits and to ensure the training is completed prior to taking post
- To determine where new volunteers are needed, to search for suitable caliber candidates for unfilled and newly identified roles by developing a pathway from the Academy to the KCRFU or by any other means.
- To recommend appointment to the Executive Committee and to review both from present incumbents and new appointees what their ambitions are in

relation to progression with the County and beyond. Skills analysis and future planning for existing Executive members

- To provide to the Honorary Secretary of KCRFU, by the end of May each year, a written report of the activities for which you are responsible, as undertaken by the committee and/or sub-committee of which you are a member.

#### **Experience Knowledge and Skills:**

- Demonstrated ability to lead and develop teams of people
- Demonstrated ability to provide strategic leadership and direction
- Demonstrated ability to interact effectively across a wide spectrum of audience
- Demonstrate knowledge of board structures and roles
- Understanding of the role of the volunteer within a Non-Profitmaking Organisation
- Good oral and written skills
- Understanding of, and commitment to equal opportunities and managing diversity
- Understanding of relevant legislation and data protection aspects of the role

#### **Competencies:**

- Developing self and others
- Leadership
- Strategic thinking
- Drive for achievement
- Satisfying needs of related parties
- Interpersonal skills

#### **Protocol**

*“Whilst engaged in any activity under the auspices of Kent County RFU Ltd, it is not permitted for any adult to attempt to induce, or influence, any player to move from one club, or from one educational establishment, to another.*

*If any adult, whilst engaged in any activity under the auspices of Kent County RFU Ltd, is approached by a player or parent, in order to secure a change of playing environment for the player, the matter shall be reported immediately to the Chairman of Club Kent, who will deal with the matter.”*