



## Amesbury RFC – Club Calendar Manager

### Purpose

This role will take full ownership of the club's new central calendar – a vital tool for ensuring timely, accurate, and accessible information is available to players, members, supporters, and the wider community. By bringing together all rugby-related and club-specific events into a single club calendar.

### Key aspects of the role

1. **Calendar Oversight:** Ownership and maintenance of the online club calendar.
2. **Fixtures:** Import and manage all league, cup, pre-season, and informal fixtures for all squads, sourced from RFU league pages, Fixtures Mgr and Section Managers.
3. **Events:** Input all key club dates including social events, the AGM, awards evenings, and other important internal dates.
4. **External Rugby Events:** Add major external (men's and women's) fixtures such as the Six Nations, British & Irish Lions tours, and Rugby World Cup fixtures for the home nations.
5. **Fixture Changes:** Ensure prompt updates for postponed matches, time changes, venue switches, and rescheduled fixtures.
6. **Collaboration:** Work with team managers, club officers, and event leads to ensure the calendar remains up to date and reflects the latest information.

### Is this role for you?

This role is ideal for someone who wants to contribute to the smooth running of the club in a practical and highly visible way. You'll be someone who thrives on organisation, attention to detail, and clarity of information. You understand that keeping the club informed and aligned relies on accurate, timely scheduling. You'll be comfortable communicating with a range of people and understand the value of planning ahead.

You'll receive a club email address. Your work will help ensure everyone – from players, coaches, volunteers and members – knows exactly what's happening and when.

### **This is non-paid role**

### Next Steps

Expressions of interest should be sent to the Club Volunteer Coordinator, David Gates, via [amesburyrfc.volunteermanager@gmail.com](mailto:amesburyrfc.volunteermanager@gmail.com)