

Job Description Swiss Rugby Union / Fédération Suisse de Rugby (FSR)

I. Name of Position / Definition

Chief Executive Officer (CEO)

(General Secretary)

100% Position

The CEO's role is to lead the FSR and all its stakeholders through the fulfilment of the tasks and responsibilities of the position. The CEO 's goals are to keep the interests of the sport and of all its stakeholders at the heart of the FSR's activities, to create and maintain an organization and administration which will enable success, the provision of a maximum amount and level of services to its stakeholders, and to lead and support the professionalization of the organization and the growth of an institutional structure able to sustain and spearhead the continued growth of the sport in Switzerland. The CEO of the FSR must be a polyvalent leader, and must aim to maximize useful activities and outcomes with the limited amount of resources available.

2. Detailed Tasks & Responsibilities:

- Administration: Responsible for leading and coordinating the Administration and Organization of the Swiss Rugby Union. Ensure the proper archiving of documents as well as the safeguarding and protection of data and sensitive information.
- Activities: Plans, steers and organizes the activities, projects, and services provided in all areas of the Swiss Rugby Union, together with the relative staff members, board members, and commissions.
- Leadership & Support: Provides consistent leadership and support to the entire staff and commissions and other volunteers
- Budget: Plans, manages, and controls the budget of the FSR.
- Invoicing: Organizes all invoicing centrally, or respectively supervises invoicing done by the secretary.
- Accounting: Supervises and manages the accounting process done by the secretary/accountant. Is responsible for the preparation of documents, controlling of bookings, and preparation of closings and auditing.
- Fiscal Administration: is responsible to ensure the proper management of the FSR's tax administration, as well as the relative correspondence with the national and cantonal authorities.
- Insurance: with support of the CLO, manages the FSR's insurances and periodically reviews all forms of coverage and pricing. Ensures the FSR is in compliance with Rugby Europe's requirements regarding insurance of players for international training and competition activities.

- IT: manages the development and implementation of the FSR's IT solutions including creation and maintenance of:
 - Website
 - Web-Shop
 - E-mail system
 - Social Media Platforms
 - Digital Licensing and Federation Management System
- Contracts: Responsible for negotiating, writing, and obtaining signature on contracts of the FSR with third parties, with the support of the CLO. In particular:
 - Employment Contracts
 - Commercial and Sponsorship Contracts
 - Supplier Contracts
 - Subsidy contracts with Institutional entities
 - Other types of agreements
- Procurement: supervises all procurement of material including commercial sports equipment, trophies, office supplies, etc.
- Facilities: Plans, coordinates, and manages the FSR's offices, storage facilities, and meeting rooms, whether permanent or temporarily booked as required.
- Human Resources: Responsible for planning, recruiting, hiring, and managing human resources in the entire FSR, including employees, volunteers, commissions, and committee members and presidents. Responsible to ensure the proper administration of Work permits, social security, AHV, BVG, Quellensteuer (At-Source Taxation) etc.
- Commissions: recruits, and coordinates the FSR's commissions as needed together with the DTN, the commission presidents, and the Central Committee. Supports the commissions in their work and follows up on their progress and challenges.
- Meetings: Plans, organizes, and runs FSR meetings including the Delegates' Assembly, Round Tables, Central Committee, Board of Directors, Technical Meetings together with the DTN, and other organizational and specific meetings.
- Communication: Responsible for the official communications internally and externally of the FSR, nationally and internationally, by means of E-mails, letters, website, social media, and publications, in particular towards:
 - The Clubs
 - The Regional Associations
 - The Commissions and other volunteers
 - World Rugby
 - Rugby Europe
 - Swiss Olympic
 - The BASPO/OFSP
 - The International Olympic Committee
 - The Olympic Channel
 - The National and International Media

- Representation: together with the president and with the DTN, represents the Swiss Rugby Union towards national and international institutions and serves on their committees and other bodies as needed. Institutions include:
 - OFSPO/BASPO
 - Swiss Olympic
 - Rugby Europe
 - World Rugby
- Institutions: Supervises the implementation of World Rugby, Rugby Europe, BASPO/OFSPO, and Swiss Olympic requirements and guidelines in all areas.
- Strategy: together with the Board of Directors, develops and implements the FSR's strategic plan, and ensured its effective communication towards all internal and external stakeholders, including commercial and institutional partners.
- Commercial: Responsible for creating the FSR's Commercial strategy and commercial structure, and for implementing it together with the Commercial/marketing manager.
- Events: creates, develops, plans, manages, and implements all national and international events in Swiss Rugby, together with the Marketing Manager and the DTN and other support staff and volunteers
- Corporate Identity: with the marketing manager, responsible for the creation, implementation, and management of the FSR's corporate identity and branding, including administration and defense of its trademarks and IP.
- Swiss Olympic Charter: Ensures the implementation and respect of the Swiss Olympic "Charter for Ethics in Sports" and the World Rugby Code of Conduct
- Plans and leads other projects for the advancement and development of rugby in Switzerland, as mandated by the DA and/or the BoD/CC.

3. Participation in assemblies and meetings

- Participates in the Delegates' Assembly, Central Committee Meetings, Board Meetings, Technical and organization meetings, staff meetings, some Meetings of the Regional Associations as invited, meetings of national and international institutions.
- May participate in any meetings related to his/her area of responsibility according to his/her own judgement.

4. Information

- Has a specific right to information concerning his/her area vis-a-vis the President, the Central Committee members, the BoD, and the Committees.
- Must inform the BoD/CC, the Delegates' Assembly, and the Commissions completely and appropriately concerning his/her area.

5. Representation and Connections towards external/third parties

- Represents the FSR towards third parties in all areas as agreed with the BoD.
- Maintains open and positive connections towards relevant third parties outside the FSR.

6. Job Requirements

- Must possess integrity, and be a respected, sports-oriented person with excellent capacity for integration and collaboration.
- Must not hold any leadership position in a Rugby Club or Rugby School Committee nor Regional Association.
- Must have a degree in Sports Management or a related field including some education and/or experience in Finance, Management, Sports-law and contract law.
- Must have a strong mastery of German, English, and French. Italian is a plus.
- Must have minimum 5 years of proven practical experience in the relevant area of Federation management and / or Sports Management.
- Must possess a minimum of 5 years of leadership and organisational experience in the relevant area.
- Must have extensive competencies in communications and negotiation.
- Must have extensive competencies in the Microsoft office and Adobe Creative Cloud Software Suites, as well as good knowledge of other IT tools and environments.
- Must be competent in planning, managing, and controlling the overall budget
- Must be ready and willing to invest the prescribed time to complete his/her responsibilities, and be fully available for the designated time-percentage of his/her position
- Must be able to work in a team.