



'Improving the life chances of the people of Arbroath'

Job Title	Arbroath FC Community Development Manager
Hours:	Full Time (35 hours per week)
Salary band:	£30,000 Per Annum
Term:	2 Year Fixed term
Closing Date:	Monday 6th December 2021
Interview Date:	Thursday 16th December 2021
Start Date:	January 2022

Job Role:

Arbroath FC Community Trust is about to experience a period of growth and we require a structured, proactive and vibrant person to manage and develop the charitable projects through this exciting phase. The charity is currently planning on developing two core functions; Participation in football and Health & Our Community.

The purpose of the position is to lead, manage and deliver our current activities whilst developing a core team of volunteers to expand and grow activities to meet the objectives of the Trustees and the need of the local area.

Initially this post will be working from home however there will be agile opportunities to work from Gayfield Park as and when required.

Key Duties:

Operational Duties

- To manage and develop the organisations activities in line with our vision and objectives.
- Manage the budget, Leverage in funding and further develop the financial sustainability of the charity
- Continually evaluate and seek to improve the organisations project activities
- Develop and manage partnerships with key stakeholders from the private, public, third sector, funders, Scottish FA locally and regionally
- Manage projects within agreed budgets.
- Develop and Manage volunteer programme and link with the local Third Sector Interface
- Provide reports to the Trustees and funders monthly and when required.
- To assist in the development and implementation of all marketing initiatives ensuring projects are fully subscribed and sustainable.
- Identify and secure additional funding streams in order to grow / sustain all projects.
- Ensure that Trust Health and Safety Policy is adhered to and that any relevant training is put in place for staff members.
- Ensure that relevant Risk Assessments are implemented and updated where required.

Football Development Academy

- To support football development - deliver the AFCCT football training program
- To increase participation in sport and physical activity for people of all ages and abilities, irrespective of ability, age, gender, race, religion, sexual orientation or any other factor
- To breakdown any barriers to participation by providing free sessions on and offline
- To ensure football development in the local area is aligned to a pathway (to be defined)

Coach Programme

- To design and deliver the AFCCT coaching curriculum
- To lead & coordinate AFCCT staff and volunteers to deliver the above
- All coaches are meeting the quality expectations set out in the Quality Assurance Framework and are employed under current applicable legal requirements.
- For ensuring all staff in their employ are fully trained and possess the required certifications and legal documentation appropriate to their service under the Trusts Agreement with them.
- For coach discipline and efficiency.
- To promote efficient working practices and to explore effective use of the facilities within established guidelines.
- To meet with Trust on a monthly basis regular basis to review joint performance under that agreement.

General Responsibilities

- Maintain Continuous Professional Development by attending any relevant courses, meetings, workshops, seminars and any other related events.
- Participate in staff meetings designed to monitor progress, identify new directions and other general related issues.

Undertake other duties which may be designated from time to time by the board of trustees to achieve the Trust's aims and objectives, including representing the Trust on occasions at functions and events as required.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT
Qualifications and Training		
1. Degree or equivalent qualification in relevant discipline or equivalent experience	E	CV/Interview
2. Willingness to undertake mandatory training	E	CV/Interview
Knowledge, Skills and Experience		
1. Experience in managing and developing programmes	E	CV/Interview/References
2. Experience in fundraising and managing budgets	E	CV/Interview/References
3. Knowledge of a range of leadership methodologies and approaches	E	CV/Interview
4. Experience of delivering sports-based programmes	E	CV/Interview/References
5. Experience of partnership working and collaborative projects	E	CV/Interview/References
6. Experience and/or knowledge of managing a charitable organisation	D	CV/Interview/References
7. Experience of working with and managing volunteers'	E	CV/Interview
8. Experience of marketing and communication	D	Interview/References
9. Excellent written communication skills	E	CV/Interview
10. Excellent oral communication skills	D	CV/Interview/References

Personal Qualities			
1. Ability to give and receive feedback	E		CV/Interview/References
2. Behave and acts in line with the Charity's values	E		CV/Interview
3. Ability to work with colleagues at all levels and with partners	E		CV/Interview
4. Ability to prioritise/manage workload using own initiative	E		CV/Interview/References
5. Excellent facilitation skills	E		Application Form/Interview/References
6. Ability to challenge and manage people	D		Application Form/Interview
Special Conditions			
1. Ability to work flexibly and agilely in a variety of locations as required	E		CV/Interview