



FC UNITED OF MANCHESTER

JOB DESCRIPTION, PERSON SPECIFICATION AND APPLICATION PROCESS

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| JOB TITLE: | Community Sports Development Manager |
| LOCATION: | Broadhurst Park, Moston |
| DIRECTLY RESPONSIBLE TO: | General Manager |
| THIS POST IS SUBJECT TO DISCLOSURE: | Yes |
| PRIMARY PURPOSE OF THE JOB: | Plan, deliver and manage FC United's sports participation and sport for development strategy. |

1. JOB DESCRIPTION

Overview

This is a fantastic and unique opportunity to help shape and deliver a comprehensive, multi-sport and community development programme at FC United's iconic Broadhurst Park stadium site. FC United are one of the leading supporter-owned football clubs and have extensive ambitions for developing sports participation as well as using sport for the development of local communities and people.

The successful applicant will lead the drafting, management and delivery of a community sports strategy for the club which will meet its obligations to grant funders of Broadhurst Park (Sport England, Football Foundation and Manchester City Council) and the club's obligations to deliver lasting benefit for its communities.

The club is seeking a self-motivated individual who can work as part of a wider team but who will take a management role in delivering the club's community sport ambitions. Whilst football and football development is at the heart of what the club does – and delivering the club's Football Development Plan (agreed with Manchester FA) is a core part of this role – the club is looking for someone who can create a genuine multi-sport offer on site. This could include rugby league, rugby union, netball, table tennis, athletics and others.

The post holder will also work closely with local sports organisations, notably Moston Juniors FC who are partners on the site, but also the local authority and other community organisations, schools and colleges.

The club is particularly interested in applicants who can demonstrate a sport for development approach – seeking to use sport for personal and community development – as well as someone who can create opportunities for all to take part in sport for sport's sake.

The successful applicant will have a strong track record in managing the delivery of a sport programme, can manage a team of coaches and work with others at the club's offices, reporting to the General Manager.

Another key part of the role is to properly monitor and evaluate and report the club's activities and impacts in this area and report those to a wide group of organisations but also, most notably, the club's co-owners (members) and supporters.

They must have a demonstrable track record of raising funding and creating income from sport facilities, with an ambition to grow the club's sports impact over the coming years.

Main Areas of Responsibility

To work with FC United's board, General Manager and Community & Education Manager to:

- i. Develop, manage and lead FC United's community sports strategy to meet:
 - a. The Football Development Plan agreed with Manchester FA and Football Foundation
 - b. The Sports Development KPIs specified by Sport England
 - c. A sport *for* development approach to deliver non-sporting social outcomes from sport
 - d. Wider Club objectives and the overall vision and mission of FC United
- ii. To manage the relationship with, and deliverables for, the club's strategic partners as outlined in the Broadhurst Park Partnership Agreement (including Manchester City Council and Moston Juniors) and Broadhurst Park development (including Football Foundation, Sport England, Football Conference Trust, Manchester FA and others)
- iii. Maximise the community benefit from FC United's sports and community facility in Moston and assist in delivering a lasting benefit to the area.
- iv. To meet, measure and report on the community impact outcomes required by the Club.
- v. To help develop, implement and deliver the evaluation framework for the Club, its community programme and site, including:
 - a. Development of an outcomes based evaluation framework
 - b. Implementation of training and software support
 - c. Assist in delivering a culture change to evaluation reporting at the club
 - d. Be responsible for reporting of KPIs and outcomes to members, partners, the Board and funders.
- vi. Provide support to the coaching staff and volunteers.
- vii. Manage existing and develop new partnerships with community and sporting organisations.
- viii. Deliver outreach work, marketing and promotion to ensure the relevant target groups are aware of the Club's work.
- ix. Work closely with participants and partners to ensure regular consultation forms the basis of the sports development programme.
- x. Work on funding, revenue and partnership support to help expand the sport participation and sport for development work
- xi. Ensure all staff and volunteers comply with the Safeguarding, Equal Opportunities and Health and Safety policies at all times.
- xii. Oversee budget monitoring (including income and expenditure) for all Community Sports initiatives.
- xiii. Line manage the Football Schools, Football Development, Primary School Coaching Programme Leads, including setting performance targets and monitoring their achievement.
- xiv. Undertake various ad-hoc responsibilities as the work of the Club requires.

2. PERSON SPECIFICATION

Essential

Experience of developing and delivering a community sports development strategy.

Experience of a management role in a similar organisation, managing a team (including, but not exclusively, coaching staff) and working within one.

Experience of managing budgets and delivering work within their constraints.

Experience of raising grant and/or other funding to deliver a sports development programme.

Experience of monitoring and evaluating sports development and 'sport for development' outcomes.

Desirable

Knowledge of, and commitment to, FC United's aims to be a leading example of a democratic, supporter owned football club that delivers lasting benefit to its communities.

Experience of delivering a genuine multi-sport programme of activities for people of all backgrounds, ages and abilities.

Experience of delivering a programme that helps develop sport but also uses it for wider social benefit.

Experience of leading and winning grant funding for facility improvement and development.

Experience of developing relationships and partnerships with other organisations.

Be self-motivated.

Have good communication skills and ability to report activities and outcomes to a wide range of people and organisations.

3. APPLICATION PROCESS

Interested candidates should send:

- Their CV
- A covering letter which specifically outlines how they meet the person specification and their ability to deliver the job description
- Two referees able to attest to the candidate's relevant experience.

These should be sent to:

By post:

General Manager
FC United of Manchester
Broadhurst Park
310 Lightbowne Road
Moston Manchester
M40 0FJ

By email:

recruitment@fc-utd.co.uk

Deadline for applications is Monday 2nd May 2016.

All applications will be acknowledged on receipt and those chosen for the shortlist will be invited to interview the week beginning 9th May 2016.

If you would like to discuss this opportunity, please contact the club at the address/email above.