

BLAIRGOWRIE & RATTRAY COMMUNITY FOOTBALL CLUB

Job Title **Club Development Officer**
Hours: **37 Hours per Week**
Salary band: **£25,000 Per Annum**

Closing Date: **Friday 15th October 2021**
Interview Date: **Monday 25th October 2021**

Job Role:

Our charity 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 currently has three core functions; Participation in football & physical activity, Education and Health & Well-being.

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

Key Duties:

- To manage and develop the organisations activities in line with our mission, vision and values.
- Continually evaluate and seek to improve the organisations project activities
- With support from the board of trustees and key nominated people, sustain existing and secure new provision ensuring sustainability to the organisation's community activities.
- Develop and manage partnerships with key stakeholders from the private, public and third sector including funders.
- Meet and exceed KPI's as set by the board of trustees and / or funders, or partners.
- Have the ability to work with own initiative and understand the need for an organic approach to organisational development
- Work closely with Scottish FA locally, regionally and nationally in order to contribute and deliver outcomes within the 'One National Plan'
- Support and develop a structured player pathway for children, youths and adults regardless of age, gender and/or ability.
- Provide key support at early years age groups and the recruitment of new coaches within the community club pathways.
- Coordinate and develop a qualified team of coaches and volunteers, including achievable CPD plan for all coaches and volunteers.
- Develop a mentoring programme for all coaches and volunteers within the organisation.
- Manage projects within agreed budgets.
- Manage and appraise staff and volunteers in line with the organisations statement on learning and development.
- Provide reports to the Trustees and funders as and when required.

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- To assist in the development and implementation of all marketing initiatives ensuring projects are fully subscribed and sustainable.
- Deliver a Go Fitba Programme locally meeting conditions set by BRCFC.
- Identify and secure additional funding streams in order to grow / sustain all projects.
- Work closely with appointed Trustee to ensure all data collection, monitoring and evaluation are up to date and in line with GDPR policies.

Person Specification

	Essential	Desirable
Qualifications	Working towards Level 2 UEFA C Licence or Level 2 Children's Award	Educated to Degree Level Scottish FA Children's Licence and/or UEFA B Licence or above
Experience	Project management experience. Ability to work with partner organisations to deliver BRCFC objectives. Proven Monitoring and Evaluation experience. Budget management experience.	Previous experience in a similar role. Knowledge of SFA structure and plans.
Personal Attributes	Excellent communication skills – both internally & externally. Passion for football and physical activity. Empathetic and supportive nature to participants' circumstances. Excellent customer service skills. Flexible to change. Highly professional at all times. Energetic and hard working. Full clean driving license and access to own vehicle	Creative thinking with regards to new programmes and activities.

Our Mission Statement

To improve people's lives across Blairgowrie & Rattray through participation in football & physical activity

Our Vision

To improve the quality of life and outlook within Blairgowrie & Rattray, recognised as a key player in both sport and community

Our Values

- > Believe – in yourself and others
- > Leadership – be a role model
- > Attitude – hard works beats talent
- > Inspire – be enthusiastic & positive
- > Respect - show respect irrespective of ability, age gender, race, religion, sexual orientation or any other factor
- > Resilience – never give up
- > Alliance – dedicated to engagement, stronger together
- > Trust – safe & sound
- > Teamwork – work hard for others as well as yourself
- > Responsibility – represent the club well within the community & display a positive behaviour
- > Active – maintain good health & wellbeing
- > Yes We Can – use a positive attitude towards your goals

Further Information

Offers of employment will only be made once satisfactory reference checks and PVG processes have been conducted.

Blairgowrie & Rattray Community Football Club plan to have a wide range of participants from children at nursery school, teenagers progressing towards staying active, local community in our health and well-being programmes to unemployed adults. Regardless of who we engage with we will always ensure we are offering an excellent and welcoming service. We are prioritising the recruitment of likeminded people who are committed team players working towards a common goal. Please note that this role will require the person to work flexible hours with evening and weekend work.

How to Apply

Email CV and Covering letter to sandythomson1949@gmail.com by the closing date stated above.

Please note all covering letters should be tailored to the role, detailing specific areas of note that ensure we fully understand the relevance of your application.

Please include Job title in email subject.