



# **Blairgowrie & Rattray Community Football Trust**

## **Job Pack**

### **Community Trust Manager**

## **Welcome**

Thank you for your interest in the position of Community Trust Manager at Blairgowrie & Rattray Community Football Trust.

As we continue to expand our programmes, strengthen our facilities and increase our impact across Blairgowrie & Rattray, we are seeking an ambitious and motivated individual to provide strategic and operational leadership for our charity.

Reporting directly to the Chairperson, the successful candidate will become the Trust's senior operational employee, leading our staff team, supporting the Board of Trustees and ensuring the organisation continues to grow in a sustainable, professional and community-focused way.

If you're passionate about making a genuine difference through sport, education and community development, we'd love to hear from you.

## **About Blairgowrie & Rattray Community Football Trust**

Established in 1985, Blairgowrie & Rattray Community Football Trust exists to improve the quality of life within our local community through football, sport, physical activity, education and wellbeing.

From grassroots football and health programmes to educational initiatives and community events, our work reaches hundreds of people every week.

Our facilities at Davie Park provide a welcoming home for football clubs, schools, community groups and local organisations, while our staff and volunteers work tirelessly to remove barriers to participation and create opportunities for everyone, regardless of age, ability or background.

Everything we do is driven by one simple belief: that participation in sport and physical activity has the power to change lives.

Unlike many organisations, every pound we generate is reinvested directly back into our facilities, programmes and the communities we serve.

## The Opportunity

The Community Trust Manager is the Trust's senior operational employee, responsible for leading the day-to-day management of Blairgowrie & Rattray Community Football Trust and ensuring the successful delivery of the Board of Trustees' strategic objectives.

Reporting directly to the Chairperson, you will oversee every aspect of the organisation, including finance, governance, fundraising, safeguarding, human resources, facilities and organisational development.

You will provide leadership to the Trust's staff team while supporting the Board of Trustees through effective reporting, sound decision-making and strong financial management.

This is an exciting opportunity to shape the future of one of Perthshire's leading community charities and create a lasting impact across Blairgowrie & Rattray.

## Job Details

**Job Title:** Community Trust Manager

**Reporting to:** Chairperson of Blairgowrie & Rattray Community Football Trust

**Responsible for:**

- Head of Football
- Football Development Officer
- Football Education Officer
- Facilities Staff
- Volunteers
- Sessional Staff

**Working Hours:**

- 37.5 hours per week

- Monday to Friday
- 9:00am – 5:00pm

Some evening and weekend work will be required to support programmes, events and operational requirements. Time off in lieu will be provided where appropriate.

### **Salary**

£33,000 per annum

### **Location**

Davie Park, Rattray, with occasional travel throughout Scotland where required.

## **Purpose of the Role**

The Community Trust Manager will lead the strategic and operational delivery of Blairgowrie & Rattray Community Football Trust, ensuring the organisation remains financially sustainable, professionally managed and fully compliant with all governance and regulatory requirements.

Working closely with the Chairperson and Board of Trustees, the postholder will be responsible for implementing the Trust's strategic priorities, leading the staff team, securing funding, managing finances, maintaining robust governance and ensuring the continued growth of the organisation.

## **Key Responsibilities**

### **Strategic Leadership**

- Lead the day-to-day operation of Blairgowrie & Rattray Community Football Trust.
- Deliver the strategic priorities agreed by the Board of Trustees.
- Develop annual operational plans and organisational objectives.
- Report regularly to the Chairperson and Board of Trustees against agreed KPIs.
- Identify opportunities to improve services, increase participation and strengthen organisational sustainability.
- Support Trustees by implementing strategic decisions and organisational priorities.
- Promote a positive culture of collaboration, accountability and continuous improvement.

### **Financial Management**

- Prepare and manage the Trust's annual operational budget.
- Monitor income and expenditure, ensuring resources are used effectively.
- Manage the Trust's day-to-day banking and financial transactions.

- Produce regular financial reports for the Chairperson, Treasurer and Board of Trustees.
- Allocate operational expenditure appropriately across the organisation.
- Identify efficiencies and opportunities to reduce unnecessary expenditure.
- Support long-term financial planning and sustainability.
- Work alongside the Treasurer to maintain strong financial governance and controls.

## **Funding & Income Generation**

- Research and identify grant funding opportunities.
- Prepare and submit high-quality funding applications.
- Develop and maintain relationships with funding bodies and partners.
- Ensure compliance with all funding agreements and reporting requirements.
- Complete monitoring and evaluation reports for funded projects.
- Maximise facility bookings and commercial income opportunities.
- Develop new income streams that improve the Trust's long-term sustainability.
- Support sponsorship and partnership opportunities.

## **Governance & Compliance**

- Ensure the Trust operates in accordance with charity legislation and OSCR guidance.
- Develop, review and implement organisational policies and procedures.
- Ensure compliance with funding agreements and regulatory requirements.
- Maintain organisational risk registers and governance documentation.
- Prepare reports and supporting papers for Board meetings.
- Support Trustees in fulfilling their governance responsibilities.
- Ensure compliance with GDPR, Health & Safety and all statutory obligations.

## **Safeguarding & Child Wellbeing**

Act as the Trust's Child Wellbeing and Protection Officer.

- Lead safeguarding across all Trust activities.
- Ensure PVG records remain accurate and up to date.
- Manage safeguarding concerns in accordance with national guidance.
- Maintain safeguarding records and reporting procedures.
- Ensure staff and volunteers complete mandatory safeguarding training.
- Review safeguarding policies and procedures.
- Act as the Trust's primary point of contact for child wellbeing concerns.
- Liaise with statutory agencies where required.

## **Human Resources**

- Lead recruitment, onboarding and induction processes.
- Manage probationary reviews, appraisals and professional development plans.
- Provide guidance and support to staff and managers.

- Lead disciplinary, grievance and absence management procedures.
- Develop and maintain the Staff Handbook and Coach Handbook.
- Promote staff wellbeing and continuous professional development.
- Ensure employment policies remain compliant with current legislation.
- Support workforce planning and succession planning.

## **Facilities & Asset Management**

- Oversee the day-to-day management of the Trust's facilities and community assets.
- Maximise facility utilisation through bookings and commercial hire.
- Coordinate planned maintenance and improvement works.
- Manage contractors, suppliers and service providers.
- Ensure facilities remain safe, compliant and welcoming.
- Identify future investment opportunities and capital projects.

## **Operational Management**

- Provide leadership and support to all members of staff.
- Monitor organisational performance against agreed objectives.
- Ensure programmes and services are delivered to a consistently high standard.
- Support department managers in achieving their targets.
- Ensure an excellent experience for participants, partners and facility users.
- Act as the main operational point of contact for the Board of Trustees.

## **Partnership Development**

- Develop and strengthen relationships with schools, local authorities and community organisations.
- Build partnerships with the SFA, NHS and other key stakeholders.
- Identify opportunities for collaborative working and shared projects.
- Represent the Trust at meetings, networking events and partnership forums.
- Promote the Trust positively throughout the local community.

## **Monitoring & Reporting**

- Produce regular operational reports for the Chairperson and Board of Trustees.
- Prepare financial updates and budget reports.
- Report on funding secured and organisational performance.
- Monitor departmental KPIs and organisational objectives.
- Evaluate programme outcomes and community impact.
- Produce annual impact reports and reports for funding bodies.
- Identify organisational risks and recommend improvements.

## **Person Specification**

# Qualifications

## Essential

- Degree in Business Management, Business Administration, Sports Management or a related discipline, or equivalent relevant management experience.
- Full UK Driving Licence with access to a vehicle.

## Desirable

- Leadership or Management qualification.
- HR qualification.
- Safeguarding qualification.
- First Aid qualification.

# Experience

## Essential

- Experience in a management role within a football trust, football club, sports organisation or charitable organisation.
- Experience managing staff and volunteers.
- Experience preparing and submitting successful funding applications.
- Experience in bookkeeping, financial administration or budget management.
- Experience producing reports for Boards, Trustees or funding bodies.
- Experience developing organisational policies and procedures.
- Experience managing multiple projects and priorities simultaneously.
- Experience building relationships with community partners and stakeholders.

# Knowledge & Skills

## Essential

- Strong understanding of governance and compliance within a charitable organisation.
- Good financial awareness and ability to manage budgets.
- Excellent written and verbal communication skills.
- Highly organised with excellent time management.
- Proficient in Microsoft Office 365, including Outlook, Word, Excel, PowerPoint and Teams.
- Strong IT and digital administration skills.
- Ability to analyse information and make informed decisions.
- Excellent problem-solving skills.
- Ability to manage competing priorities and meet deadlines.

## Desirable

- Knowledge of OSCR guidance and charity governance.
- Knowledge of Scottish FA structures.
- Understanding of employment legislation.
- Experience using accounting or bookkeeping software.

## Personal Attributes

We are looking for someone who is:

- An approachable and supportive leader.
- Professional and trustworthy.
- Highly organised and self-motivated.
- Financially aware and commercially minded.
- Confident in making decisions.
- Passionate about community development.
- Committed to high standards of governance.
- Adaptable and resilient.
- A strong communicator.
- An ambassador for Blairgowrie & Rattray Community Football Trust.

## What We Offer

As Community Trust Manager, you'll play a key role in shaping the future of one of Perthshire's leading community charities.

Alongside the opportunity to make a genuine difference, we offer:

- Salary of £33,000 per annum, dependent on experience.
- 30 days annual leave per year.
- Workplace pension through NEST.
- Time off in lieu for approved evening and weekend working.
- Ongoing training and professional development opportunities.
- The opportunity to lead a growing organisation with genuine influence over its future direction.
- A supportive Board of Trustees and collaborative working environment.

## Safeguarding

Blairgowrie & Rattray Community Football Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

The successful applicant will be required to undergo PVG Scheme membership checks and provide satisfactory references before employment commences.

## Equality, Diversity & Inclusion

Blairgowrie & Rattray Community Football Trust is committed to creating an inclusive workplace where everyone is treated with dignity, fairness and respect.

We welcome applications from all suitably qualified individuals regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

## How to Apply

Please submit:

- A current CV.
- A covering letter outlining why you are interested in the role and how your experience meets the requirements of the position.

**Closing Date:** 10th of July 2026

For an informal discussion about the role, please contact the Chairperson of Blairgowrie & Rattray Community Football Trust, Caitlin Mackenzie, on [chair@broft.org.uk](mailto:chair@broft.org.uk).