



## Sports Development Manager Job Description

Job details			
<b>Job title:</b>	Sports Development Manager	<b>Salary:</b>	Band 4. S.C.P 10 - 14 (£23,268 - £28,282).
<b>Type of contract</b>	Full Time 37 hours per week (exclusive of breaks)		
<b>Location</b>	Blackpool FC Community Trust, Bloomfield Road Stadium	<b>Closing date</b>	Deadline: 5pm on Friday 4th June 2021 Interviews: Week commencing 7 <sup>th</sup> June 2021
<b>Responsible to:</b>	Head of Early Years and Primary Programmes	<b>Team:</b>	Early Years and Primary Programmes
<b>How to apply:</b>	<p><b>Please complete our application form and email to</b> <a href="mailto:marc.joseph@bfcct.co.uk">marc.joseph@bfcct.co.uk</a> or post it to: Blackpool FC Community Trust, F.A.O. Marc Joseph, Head of Early Years and Primary Programmes, Bloomfield Road Stadium, Seaside Way, Blackpool. FY1 6JJ. The application form and JD can also be downloaded from our website <a href="http://www.bfcct.co.uk">www.bfcct.co.uk</a></p> <p><b>This job will be subject to satisfactory references and enhanced DBS procedures.</b></p>		
<b>Job Purpose:</b>	<p>Blackpool FC Community Trust is the charitable arm of Blackpool FC, delivered as a separate organisation, in partnership, with a focus on engaging, developing, inspiring and supporting the people of Blackpool to live better lives.</p> <p>The Sports Development Manager post is a very exciting opportunity for an individual to support the Community Trust in the next phase of progression, to enhance the current offers available whilst leading on new developments.</p> <p>Reporting to Head of Early Years and Primary Programmes, the post holder will be appointed to oversee the Community Trust's new Sports Development areas of work, to support delivery, enhance provision and develop new opportunities for people in Blackpool engage in regular physical activity and live better lives.</p> <p>Programmes including Sports Camps, Holiday Activity and Food Programme, Tiny Tangerines mini football and Girls football will be the main features of this posts area of work.</p> <p>The post will also develop and oversee a new marketing strategy and take a lead of event management for the organisation within this area of work.</p> <p>The post holder will be expected to develop and deliver sports and football programmes under the Primary Provision strand of the Trust's corporate strategy. You will be expected to develop existing and new partnerships with key agencies from across Blackpool and the Fylde areas whilst building strong working relationships with Blackpool FC, BFC Academy, BFC Women and Girls, Blackpool and Fylde Councils, Blackpool and Fylde Schools, The Premier League, The English Football League Trust, The Professional Footballers' Association and the County FA amongst others.</p>		

## Main role and responsibilities

1.	To develop and successfully deliver the Sports Development area of the Community Trust strategy
2.	Effectively lead the development and delivery of sport and football programmes and support delivery teams
3.	To work with the Blackpool Public Health, Blackpool Council, Premier League, FA and EFL Trust to develop & deliver all specific participation projects
4.	To support the preparation of reports on all activities and document progress against KPIs for line manager, Trustees, and funding partners
5.	To ensure monitoring and evaluations of all Sports Development programmes is on track and up to date
6.	Recruit, train, support, develop and manage coaches and volunteer staff
7.	Writing reports and press releases
8.	Work to identify funding partner opportunities to expand the Sports Development areas of the Trust
9.	To work with the Chief Executive Officer and Head of Early Year and Primary Programmes to support the budget for the sports and football programmes, ensuring spend is correctly planned and on track.
10.	To analyse feedback received from partners and participants to ensure programmes are effectively delivered.
11.	To build and maintain relationships with the local council, schools, grassroots football teams and partners to deliver quality programmes.
12.	To ensure strong links are maintained with all football and sports establishments, partners and stakeholders involved in Community Trust programmes.
13.	To create and maintain Service Level Agreements with external providers.
14.	Liaising and working with relevant organisations or agencies including youth services, schools, clubs, sports coaches and sports councils
15.	Implement quality standards across all relevant areas measuring products against industry standards.
16.	Manage and mentor delivery staff to ensure they are up to date on programme targets and have a thorough knowledge of all relevant programmes
17.	To develop and maintain effective working relationships across the whole delivery team
18.	Support the recruitment, retention, and development of the delivery workforce
19.	Develop and deliver a marketing strategy to engage the local community, signposting the Sports Development programmes and great work delivered by Blackpool FC Community Trust
20.	Coordinate and deliver a range of community-based events throughout the year showcasing the programmes elements.
21.	To perform other duties as reasonably assigned or under the authority of the senior management team
22.	To work first team home matches when required, evenings and weekends

## Person Specification

Qualifications		Essential	Desirable
1.	Minimum FA Level 2 Coaching Qualification	✓	
2.	First Aid	✓	
3.	Five GCSEs at grade C or above	✓	
4.	Relevant degree level qualification or equivalent experience		✓
5.	Enhanced Disclosure and Barring Service (DBS) Certificate	✓	
6.	Driving License and access to a vehicle	✓	
Attitudes, Skills, Knowledge & Experience		Essential	Desirable
1.	Able to demonstrate excellent oral and written communication / presentation skills, which are culturally competent.	✓	
2.	Good organisation and time management skills, and able to prioritise and work within deadlines.	✓	
3.	Ability to work independently, line manage, supervise and motivate team members.	✓	
4.	ICT Literate.	✓	
5.	Excellent communication and motivational skills	✓	
6.	Able to work within a diverse community and draw on individual strengths to promote project participation.		✓
7.	Commitment to develop self and staff to improve performance and CPD.	✓	
8.	Strong commitment to quality service delivery.	✓	
9.	A commitment to supporting participants, and the principles of equality, diversity and inclusion	✓	
10.	An enthusiastic and committed individual who will 'go the extra mile' to deliver results	✓	
11.	Previous project management and budgetary experience.	✓	
12.	Proven track record of inspiring and working with and inspiring children and young people.	✓	
13.	Experience of multi-sports coaching within the community		✓

14.	Designing and developing football and activity sessions	✓	
15.	Experience of football coaching and development of high-quality activities.	✓	
16.	Previous experience of developing, coordinating and delivering Holiday Sports Camps provisions	✓	
17.	Previous experience of working in the charity sector or Football Club Community organisation (CCO).		✓
18.	Experience Monitoring and evaluating of programmes		✓
19.	Previous experience of working with Local Authority		✓
20.	Experience in negotiation, influencing, and conflict resolution.		✓
21.	Local knowledge of Blackpool.		✓
22.	Clear understanding of the Football Community Trust framework and Blackpool FC Community Trust operations		✓
23.	Local knowledge of support providers in Blackpool.		✓

Competencies	
1.	Works collaboratively with others and ensures maximum participation within teams and across the charity as well as key partners to support and drive achievement of the Community Trust.
2.	Communicates with others in an open, clear, concise, and purposeful way to build effective relationships and gain support and 'buy in' for ideas.
3.	Consistently completes work to high standards, identifies ways to improve efficiency and effectiveness whilst continually looking for ways to improve the performance of self/team/Community Trust.
4.	Demonstrates a passion to deliver a quality service to internal and external customers that benefits both the customer and the Community Trust.
5.	Seeks out opportunities to develop and improve self and others for the benefit of the Community Trust.
6.	Gathers and uses information to form ideas about issues/problems and identify the best solutions that maximise the value delivered from the available resources for the Community Trust.

### Important information about your application

Blackpool FC Community Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role involves the supervision of and work with children and young people or vulnerable adults and therefore you will require an Enhanced Criminal Records Check (CRC) through the Disclosure and Barring Service (DBS) and clearance for work in football by The FA. As such, this post is exempt for the rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions.

As Blackpool FC Community Trust is a diverse organisation that respects differences in race, disability, gender, gender identity, sexual orientation, faith, background, or personal circumstance we welcome all applications. We want everyone to feel valued and included within the organisation to achieve their full potential. Blackpool FC Community Trust is opposed to any form of discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate.

You provide several pieces of data to us directly during the recruitment exercise. In some cases, we will collect data about you from third parties, such as employment agencies, former employers when gathering references. Should you be successful in your job application, we will gather further information from you.

If you would like to know more about the data we collect and how we use the data please email [selina.hayes@bfcct.co.uk](mailto:selina.hayes@bfcct.co.uk).

### Employment Benefits

- Membership to Perkbox
- 28 day's annual leave (inclusive of 8 days bank holidays) increasing by five days after five years of employment
- Community Trust uniform
- Use of work laptop
- Fuel allowance for work related expenses
- Support with work related CPD opportunities.