



**JOB
SPECIFICATION FORM**

**ACTIVE THROUGH FOOTBALL
MANAGER**

Our Vision

To give the people from different backgrounds of Rotherham a chance to nurture and live up to their potential.

Our Mission Statement

To use our passion for sport and the influence of Rotherham United FC to **ENGAGE, INSPIRE** and **DEVELOP** the communities of Rotherham for a long-lasting impact on future generations.

Our Values

Passion: Our enthusiasm is infectious and we go that extra step to excel and meet the needs of our users.

Understanding: People and their lives are at the heart of everything we do. We listen to our users and seek to remove barriers to our activities.

Inclusivity: We have more in common than what divides us. We ensure our delivery captures the needs of the diverse communities we serve.

Professionalism: We do all we can to exceed expectations and perform to the highest levels whilst respecting the people we serve and the organisation we represent.

Respect: We treat each other with the highest regard and seek to overcome barriers whilst delivering high quality activities.

Fun: Through new experiences and having fun we come together in everything we do.

JOB VACANCY

ACTIVE THROUGH FOOTBALL MANAGER

Job Title:	Active Through Football Manager
Reports to:	Head of Community
Department:	Senior Management Team
Salary:	£25,000-28,000
Hours:	This is a permanent role of 37.5 hours per week requiring flexibility to work evenings, weekends and match days as required.
Job Purpose:	<p>With the support of senior management team, the post holder will manage the Football Foundation & Sport England Funded project titled Active Through Football</p> <p>The 5 year project seeks to deliver a wide range of physical activities to engage within the community to enable them to participate in positive activities and progress them into participating in football specific sessions and or health based activities</p>
Contract Details:	<p>37.5 hrs, Permanent</p> <p>Auto-enrolment into the Club's pension scheme (depending on eligibility)</p> <p>28 days annual leave including national bank holidays</p>

Rotherham United Community Sports Trust are seeking to appoint an enthusiastic, charismatic and dedicated individual to join our Senior Management Team.

We are a diverse Trust that respects differences in race, disability, gender, faith background or personal circumstances we welcome all application. We want everyone to feel valued and included in the football community and to achieve their full potential. The trust is opposed to any discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in light of the changing needs of Rotherham United Community Sports Trust.

RUCST is committed to safeguarding and promoting welfare of children, young people and vulnerable adults, and expects all staff to share this commitment.

As part of this commitment to providing a safe environment for our young people, we require all candidates to undertake and return a satisfactory enhanced Disclosure and Barring Service (DBS) certificate. RUCST will assist with the application for, and pay for the process of, a new DBS for staff members where required.

Criminal Records Disclosures

We recognise the contribution that former or ex-offenders can make as an employee; a person's criminal record will not, in itself, debar that person from being appointed to this post. Candidates will be given the opportunity to provide us with information on their criminal record, which will be treated in the strictest confidence. Suitable applicants will not be refused posts because of any offences which are not relevant to the role and which do not make them a risk in the role for which they are applying.

[Equal Opportunities](#)

JOB DESCRIPTION

ROLE ACCOUNTABILITIES & KEY DUTIES

KEY DUTIES AND RESPONSIBILITIES

- Act as the project's main point of contact, working in collaboration with the Football Foundation and Sport England, providing progress updates as required over the duration of the project.
- Manage the project Delivery Plan & Budget, ensuring both are kept updated over the duration of the project.
- Act as the main point of contact for the programme evaluation and data collection partners and fully engage with the Community of Learning to share/learn best practise with/from other Places.
- Manage and implement the Monitoring, Evaluation & Learning plan (including Key Performance Indicators & Outcomes), liaising with programme stakeholders as required and reporting against the requirements set out in the plan.
- Facilitate and manage the relationships with local programme stakeholders (consortium members and wider programme partners), whilst developing new local relationships with community groups, organisations and service users.
- Coordinate and support ongoing Community Engagement and capacity building in the place, ensuring that the Delivery Plan and approach are informed by the insight and learning, and that the local community have ownership of these.
- Manage the relationship with project Delivery Agencies, ensuring the requirements set out within the grant terms and conditions are met e.g. safeguarding requirements, data capture.
- Travel to key settings within the place and wider to meet the needs of the organisation and project.
- At all times ensure project compliance with GDPR, data protection legislation and organisational safeguarding and equality policy. To develop and maintain links with schools and relevant partners in order to create high quality physical activity opportunities for children and adults with specific health needs. These must include women and girls and people with a disability.
- To ensure all activities delivered are staffed appropriately and cost effective to the Trust.
- To develop and implement quality systems and reporting mechanisms for all areas of the trust
- To lead on reporting both internally and externally
- To lead the team of Sports coaches, full time, part time and casual
- Prepare and maintain materials for sessions.
- To be fully accountable for all quality assurance and all monitoring reports associated to the trust
- To positively represent RUCST at all internal and external meetings when required.
- To lead on the production of monthly theme reports and quarterly trustee reports
- To act as cover for all programmes at designated times, when required.
- To perform other duties as reasonably assigned or under the authority of the senior management team.

PERSON SPECIFICATION

- Excellent verbal and written communication skills
- Ability to think clearly, creatively and imaginatively
- The ability to make complex decisions independently and seek support where appropriate.
- Positive attitude and strong focus on teamwork
- Ability to communicate and maintain positive relationships with people from all backgrounds
- Focused on achievement, targets and continuous improvement
- Demonstrate a high degree of flexibility and confidentiality
- Ability to work under pressure and to tight deadlines
- Ability to work on own initiative
- A strong awareness and commitment to equality, diversity, and inclusion
- Competent IT skills
- A flexible approach to working hours to include evening and weekend work when necessary.

MANAGING PARTNERSHIPS AND CONTRACTS

- Maintain and build positive relationship with the consortium members, key partners and stakeholders;
- Maintain and monitor funding received from contracts and report to Line Manager;

EXPERIENCE

- Managing a large team of people
- Managing large budgets and setting targets
- Experience of project management and monitoring
- Completing schemes of works and session plans to inspire and engage
- Developing innovative marketing campaigns
- Managing high profile local and national relationships
- Experience of working with new people
- 2 years track record of working within sport, physical activity, health or community development
- Experience of consulting, working and engaging with a diverse range of people in a community setting

QUALIFICATIONS

- Full driving licence and the use of a vehicle OR access to transport if you are unable to drive
- Level 2 coaching badge or willingness to work towards
- A range of sports and health qualifications
- Basic First Aid training/qualification
- Safeguarding certificate
- PTTLs or level 3 award in Education and Training or willingness to work towards
- Educated to degree level in Sport, Management or with 3 years project management experience

RECRUITMENT

- Develop marketing activities/materials;
- Develop and maintain relationship liaison with partners, community organisations and schools;
- Attend recruitment events;
- Contribute subject information for newsletter, website, match programmes and recruitment events
- Use resources available within the department to make recruitment as positive and successful as possible.

GENERAL DUTIES & ACCOUNTABILITIES

- To support RUCST and Rotherham United FC in their aims and objectives at all times
- To ensure compliance with all relevant Club policies, including health and safety policies
- To ensure compliance with all relevant legal, regulatory, ethical and social requirements
- To build and maintain good working relationships both internally and externally, maintaining a professional image at all times when representing RUCST and Rotherham United FC
- To keep confidential any information gained regarding the Charity, Club and its personnel
- To maintain a flexible approach to work at all times
- To undertake other duties and responsibilities as required from time to time
- Promote equal opportunities in recruitment, delivery and overall assessment

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PERSONAL SPECIFICATION

Qualifications		Essential	Desirable
1	Appropriate degree in Sports Development or Management or other relevant fields	✓	
2	Minibus driving licence		✓
3	Valid and Enhanced DBS (Disclosure & Barring Service) Check	✓	
4	Valid Safeguarding Training Certificate	✓	
Skills, Knowledge & Experience			
5	Knowledge, understanding and experience of leadership and management	✓	
6	An awareness of monitoring and evaluating large projects	✓	
7	Up to date knowledge of the national sports strategies	✓	
8	Level 2 coaching badge or willingness to work towards	✓	
9	Experience of using a range of coaching and learning strategies for sessions individuals and groups which stimulate, challenge, engage and motivate participants	✓	
10	Knowledge of how to give positive and targeted support to participants who require special educational needs	✓	
11	Determination to encourage the highest quality physical activity for all participants	✓	
12	IT skills to include a high level of competence using Excel, Word, Access and PowerPoint skills	✓	
13	Excellent overall level of numeracy and literacy	✓	
14	Experience of Football Foundation, Premier League, English Football League or Sport England funded projects		✓
15	An understanding and knowledge of Rotherham United Community Sports Trust and the Education Academy		✓
16	Experience of working in a community setting with a diverse range of groups both sports and non sports related	✓	
Attitude/Behaviours			
16	A "can do" attitude	✓	
17	Presents solutions rather than problems	✓	
18	Ability to establish good and productive working relationships, and work well in a team	✓	
19	Innovative and flexible approach to supporting individual students		
Personal Qualities			
20	A dynamic, hardworking and enthusiastic individual	✓	
21	Be able to enthuse learning within a wide range of ages and abilities	✓	
22	Excellent interpersonal and communication skills	✓	
23	Proactive attitude within the role	✓	
24	Excellent written and analytical skills	✓	
25	Quality focus – takes responsibility for ensuring a high quality of delivery and planning	✓	
26	Highly organised and able to manage multiple tasks	✓	
27	Drive and energy – demonstrates enthusiasm and is personally committed towards education and learning	✓	
28	Self-development – is receptive to feedback about own behaviour, strengths and areas for improvement	✓	
29	Flexibility and willingness to CPD	✓	
30	Ability to work calmly under pressure, effectively organise, prioritise workloads and to meet deadlines.	✓	
31	Ability to work unsupervised	✓	
32	Ability to respect confidentiality and professionally on particular issues	✓	

Rotherham United Community Sports Trust

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