



**JOB
SPECIFICATION FORM**

COMMUNITY PROGRAMME 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

COMMUNITY PROGRAMME MANAGER

Job Title:	Community Programme Manager
Reports to:	Head of Community
Department:	Senior Management Team
Salary:	£30,000.00 – £35,000.00
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:	We are looking for an experienced professional to develop business opportunities and achieve financial growth to join our team. The ideal candidate will have broad experience across business development and generating revenue. Candidates applying for the role should be dynamic, have a proven track record of securing revenue through a wide range of local, regional and national, public and private sector organisations. We want a person who is enthusiastic and who thrives on balancing multiple priorities.
Contract Details:	37.5 hrs, Permanent Auto-enrolment into the Club's pension scheme (depending on eligibility) 28 days annual leave including national bank holidays

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

- Identify new business opportunities and build positive networks with the appropriate decision makers.
- Ensure a robust pipeline of opportunities through current and new business networks.
- Work closely with the Head of Community to retain current partners and funders.
- Generate a minimum of £200k per annum of new business.
- Set up and attend meetings with decision makers and potential funders.
- Working with the Head of Community and Chief Operating Officer, plan approaches and to develop business proposals.
- Present and consult with the Senior Management and operational delivery team on current trends to develop new services, products and offers.
- Work with the operational delivery team to meet partner and stakeholder needs.
- Communicate new programmes and developments to prospective stakeholders.
- Attend events and conferences and provide feedback and information on new opportunities.
- Identify opportunities for events and campaigns that will lead to increased sales.
- Use a variety of styles to persuade, negotiate and influence appropriately.
- Submit regular progress reports and ensure data is accurate.
- Create an accurate and robust CRM system to manage sales and stakeholder engagement.
- Forecast sales targets and ensure they are met.
- Work with the Marketing Coordinator to ensure that all promotional literature is relevant and available.
- Present business development training and mentoring to internal staff.
- Help define RUCST long term strategic goals to continually to enhance performance.
- Understanding the funding landscape and market knowledge.
- Research and write comprehensive funding applications to secure programme funding.
- Grow and retain existing stakeholders, partners and funders.
- Track, analyse and report on business milestones to showcase the charity's achievements.
- Implementing high standards of leadership and contributing to staff development and training.
- Undertaking any other duties and responsibilities required to commensurate with the grade of the post.

Key skills

- Extensive experience in a business development environment, with a proven track record of generating significant income, ideally within community sport and health.
- Significant understanding of public, private and third sector funding.
- Proven ability to manage and develop senior and diverse relationships.
- Strong CRM system implementation and management.
- Experience managing and leading on fundraising events designed to engage existing and new corporate funders.
- Have a high level of self-drive, motivation and enthusiasm.
- Creative thinker who can develop innovative ways to build partnerships.
- Excellent verbal and written communication skills, with the ability to persuade, and deliver compelling and concise written emails and reports.
- Good numeracy and IT skills, with the ability to analyse information and compile reports.
- Self-motivated and ability to work under personal and organisational pressures.
- Strong financial and budget management.
- Proven track record of achieving KPI's and managing programme outputs.
- Full, clean UK driving licence.
- Willingness to work unsociable hours, including evenings and weekends.

ADVANTAGEOUS

- A knowledge and understanding of the Community Football / Sport sector
- Relevant degree or Project Management qualification.
- Experience with Salesforce or other CRM or database which manages people and project information

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 such as matchdays & evening/weekend coaching.
- Promote equal opportunities in recruitment, delivery and overall assessment.
- Ensuring that all contact with and arrangements for students and their welfare is safeguarding and promoted.
- Contribute to quality assurance within the curriculum delivered.
- Act as a mentor to participants ; supporting them to achieve their goals and potential.

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Rotherham United Community Sports Trust

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