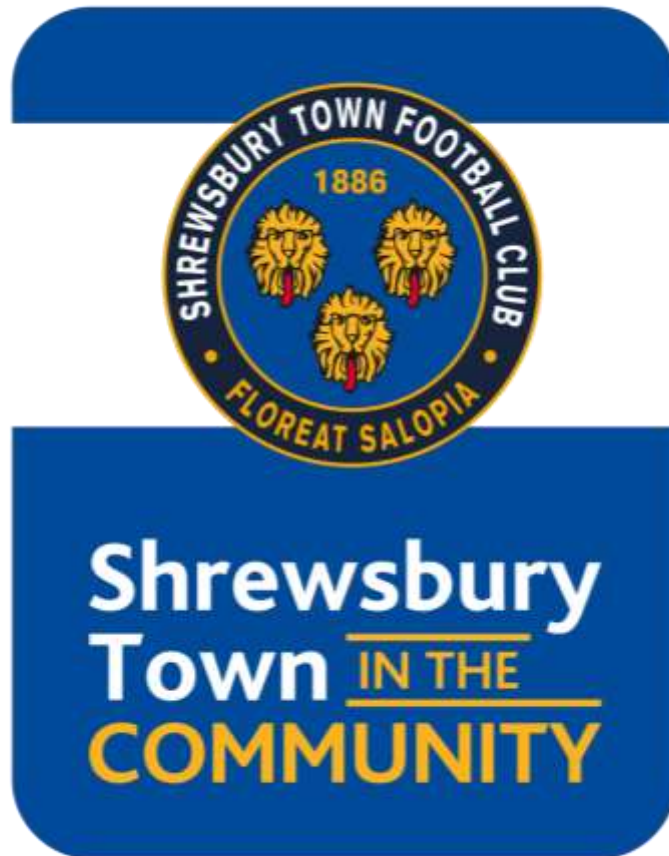


VACANCY APPLICATION PACK



COMMUNITY MANAGER

An exciting opportunity has arisen to join our team as Community Manager. You will lead and inspire a small team and will be responsible for delivering the charity's strategy, focusing primarily on operations and delivering high quality, impactful projects.

Application Pack

Who we are:

Shrewsbury Town in the Community is the official charity of Shrewsbury Town Football Club. Established in 1996 our mission is to utilise the power of sport to **engage, inspire and strengthen** our local community.

Vision

To take Shrewsbury Town into the heart of the local community, helping people **realise their potential** and **achieve their goals**.

Purpose

To deliver a service that can be judged as 'first class' by our participants, funders and community partners.

A service that is seen to make a significant social contribution, changing lives by creating opportunities for all of our participants.

How will we make a difference?

In partnership we will work within Shropshire to:

**Improving Health & Wellbeing,
Providing better life chances,
Creating stronger communities.**

Our vision is underpinned our values:

Passionate | Proactive | Fun | Inclusive | Professionalism

Range of Work

Health & Wellbeing | Education & Learning | Football Development | School Sport | Inclusive Sport

Job Description



Job Title	Community Manager			
Department	Shrewsbury Town in the Community			
Location	Community Hub - Shrewsbury			
Accountable To	Head of Community			
Criminal Record Check Required	Yes	Level of Check	Enhanced	
Financial Responsibility	Budget Holder	Yes	Authorisation Level	Full

ROLE

The Community Manager will work closely with the Head of Community in providing strategic direction for the organisation and to drive a proactive approach to the continued growth, development and sustainability of the charity.

This vital role within the organisation will lead, alongside the Operations Manager, on the daily operations of Shrewsbury Town in the Community for both grant-funded and income generating activities. The post holder will direct the Programme and Project Managers and Coordinators, whilst supporting all other staff to ensure effective delivery to the highest of standards.

HOURS OF WORK

- Flexible between the hours of 8:00am – 6:00pm Monday to Friday with core hours between 10:00 and 4:00pm.
- Flexibility is essential as some weekends and evening work may be essential.

PRINCIPAL RESPONSIBILITIES

Leadership
To provide direct line management and inspirational leadership for programme managers and delivery staff, leading to an empowered and motivated workforce.
Work with key stakeholders locally and nationally ensuring strong and effective relationships, whilst identifying new partnership opportunities to increase the charity's work and visibility.
To support with the development of Shrewsbury Town in the Community's strategic and business plans, linking staff objectives and supervision to help meet organisational priorities.
Finance
To support the Head of Community and programmes managers with compiling and monitoring annual operational and departmental budgets, whilst supporting future financial planning.
Continuously reviewing annual budget forecasts alongside Department managers that create a clear and robust monitoring system.
Operations
Identify and generate grant-funding, partnership and commercial opportunities to support new projects and initiatives to help the Charity achieve its business and strategic objectives.
Line managing Programme Managers to ensure a clear performance monitoring system is in place and consistent.
Line management of the staff of Shrewsbury Town in the Community including setting performance targets and monitoring their achievement.

Provide logistical support for timetabling, cover and ensure the accurate recording of staff absence and annual leave etc.
Manage all stock and supplies including the distribution of staff kit and equipment.
Support the Head of Community with 'Capability Status' submissions ensuring that Shrewsbury Town in the Community meet all minimum standards set by the Premier League and are 'fit for purpose'.
Ensure all policies and procedures are effective, compliant and implemented.
Overseeing the operational activity and delivery of the Realising Potential, Achieving Goals, Changing Lives Strategy 2019-2023.
When agreed with Head of Community, to work alongside Shrewsbury Town FC operational departments to ensure a joined-up approach across the whole Football Club.
Ensuring a clear delivery and operational CPD programme is developed, monitored and evaluated for all staff and volunteers.
Ensuring delivery is high quality and value for money across all programmes and measuring this through an ongoing monitoring system.
Ensuring that the Charity's health and safety, equal opportunities, child protection and vulnerable adults safeguarding policies represent best practice and are adhered to in all aspects of the Charity activities.
Reporting regularly to the Board of Trustees on all aspects of the Charity.
Insight and Impact
Lead on the collection, analysis and reporting of monitoring and outcomes data across Shrewsbury Town in the Community.
To support programme managers to develop ambitious but realistic KPIs and outcomes indicators tailored to individual project aims and objectives, and to track progress against these.
To develop quantitative and qualitative tools to support the measurement of project outcomes and impact, and to gain participant feedback on their engagement with Shrewsbury Town in the Community.
To analyse outputs, outcomes and impact data to support managers to review projects, feed into funder and partner reports, and support Communications around their promotion of STITC's work.
General Responsibilities
Contribute to creating a positive working environment.
Any other matters referred by the Head of Community for specific attention.

PERSONAL SPECIFICATION

Experience/Skills/Qualities	Essential	Desirable
At least 5 years' experience of working in a community-based setting.	X	
Must be able to lead and manage all aspects of the business and be able to write, develop and drive the business plan forward to take Shrewsbury Town in the Community to the next exciting level.	X	
Experience of working as part of a team as well as individually.	X	
Experience of prioritising workload to deadlines.	X	
Previous experience of managing others.	X	
Previous experience of working for a charity or similar role is a key requisite.	X	
Excellent organisational skills and the ability to manage a varied workload.	X	
Strong computer skills and a working knowledge of Microsoft Office applications.	X	
Developed communication and presentation skills.	X	
Further/Higher Education qualifications in a related subject/topic.		X
Previous coaching experience in a similar environment	X	
Full UK driving licence.	X	
Proven ability to access, secure and manage all external funding from a variety of sources.	X	
Ability to organise a complex, diverse and frequently changing brief.	X	
Must be able to represent Shrewsbury Town in the Community in a confident and professional manner and have the ability to communicate effectively to a range of stake holders	X	
An enthusiastic, proactive approach combined with a determination to achieve.	X	
Appointed person will be subject to CRB clearance.	X	

Our Core Values

We are looking for you to show these work-based core values which are integral to our workforce culture.

Professional – We are professional in every aspect of our delivery.

Passion – We are passionate about what we deliver for Shrewsbury Town Football Club, and how we can make a difference for the community we live in.

Inclusive – We are committed to support all of our participants regardless of race, gender or ability and will ensure that our programmes reflect this.

Proactive – We are determined to be forward thinking, innovative and ambitious in continually looking to improve our performance and impact.

Fun – We want all participants to share our enjoyment and enthusiasm in what we deliver – in a fun and safe environment.

General Information

The Employee must at all times carry out his/her responsibilities with due regard to Shrewsbury Town in the Community's policies and procedures in particular Health & Safety, Financial Authorisation and Confidentiality with regard to the Data Protection Act.

The Employee must act to protect all young people and vulnerable adults that are in their care or attending the company's premises. The Employee must report any misconduct or suspected misconduct to the Designated Safeguarding Officer.

The Employee must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relations amongst Employees and customers.

The above Job Description is not intended to be exhaustive, the duties and responsibilities may therefore vary over time according to the changing needs of Shrewsbury Town in the Community.

APPLICATIONS

Shrewsbury Town in the Community is committed to safeguarding and promoting the welfare of children. Any job offer is subject to satisfactory employment references and Disclosure and Barring Service (DBS) check.

To apply for this role, please send a CV and a covering letter (no more than two pages), detailing how you meet the requirements of the role to:

admin@shrewsburytowninthecommunity.com

Or via post to:

Shrewsbury Town in the Community
Montgomery Waters Meadow
Shrewsbury
SY2 6ST

Closing date for applications: 20th June 2019

Interviews: 26th June 2019

Please note if you do not receive an invitation for interview by 21st June 2019 please assume that your application has not been successful on this occasion.