



Head of Operations & Programme Delivery

Information Pack



FOUNDATION
The Club's Official Charity

We are recruiting for a Head of Operations & Programme Delivery

Exciting times at Shrewsbury Town Foundation!

To support our vision we have an outstanding opportunity for a strategic and highly organised professional to join our Senior Leadership Team as Head of Operations & Programme Delivery.

The role has potential for progression to Assistant Director in the next 12 - 18 months (dependant on performance).

The successful candidate will support our purpose to Engage, Develop and Inspire individuals to build active and healthy communities through our wide range of activities.

You will provide motivational and strategic leadership to maintain and develop innovative programmes, working closely with key partners and stakeholders to be #StrongerTogetherForever.

Contract type: Permanent

Starting Salary: £36k - £38k

Hours: 37.5 hours per week

Core hours Monday to Friday between 08:30-17:00 (with flexibility to cover occasional evening & weekends where required).



Key responsibilities:

- Strategic and Operational lead for our Football development pathways, Disability and Inclusion, Health & Well Being, Primary & Secondary schools provision.
- Line Management of Dept/Programme Managers, Workforce Development and Performance.
- Timetable planning and allocation of resources.
- Strategic planning & implementation of new programmes and activities.
- Budget planning & control.
- Reporting, Monitoring & Evaluation.
- Member of the Foundation's Welfare Board with a commitment to Safeguarding and ensuring provisions are in place across all programmes and activities. The role is subject to having a satisfactory DBS.
- A commitment to Equality, Diversity & Inclusion and ensuring that related activities and education are embedded across all programmes.

Programmes of responsibility include:

- Premier League Primary Stars
- Premier League Kicks
- Football Development and Participation
- Disability & Inclusion
- Primary & Secondary schools provision
- Health & Well Being
- Matchday and term time festivals
- Holiday activities & Soccer Schools

Experience/Skills/Qualities

Essential

Desirable

Experience of working within a professional football club environment and its designated charity (CCO).



Experience of managing and reporting on Premier League Charitable Fund/EFL funded programmes and activities.



Experience of maintaining oversight and management of operational risk.



Sports/Business Degree or Project Management qualification.



FA UEFA C (or above) coaching qualification.



Experience of working in a Senior Leadership team and managing others.



Excellent communication & organisational skills with an ability to manage a varied workload and meet deadlines.



Experience of developing, documenting and delivering operational strategies, plans and objectives.



Experience of delivering monitoring & evaluation plans, using data insights and quality assurance activities to continually improve programme delivery.



Proven ability to access, secure and manage external funding applications.



Experience/Skills/Qualities

Essential

Desirable

Experience of delivering activities with Safeguarding provisions for children & vulnerable adults.



A commitment to Equality, Diversity & Inclusion.



Strong computer skills and a working knowledge of Microsoft Office applications.



Full UK driving licence and access to own transport.



Benefits

General benefits

- Holiday Entitlement – 25 days plus 8 bank holidays
- Free on site Parking
- Workforce development package
- Complimentary match day ticket

Employee pensions

All colleagues will be able to access the pension scheme at the Foundation (eligibility criteria applies):

- 5% from the employee
- 3% from the employer

Life Assurance:

- Three times your basic salary.

*Restrictions and eligibility criteria apply

Eye tests:

- Free eye test
- Discounted glasses or lenses by Specsavers

*Restrictions and eligibility criteria apply

Next steps

How to apply:

Please submit a covering letter with your CV, outlining how your skills and experience meet the essential and desirable requirements of the role to:

careers@foundationstfc.co.uk

*Any enquiries can be sent to the same email address

We also welcome expressions of interest should you wish to discuss details of the role with our Foundation Director.

Closing date for applications:

Monday, 2nd December 2024, 5pm