



FC United of Manchester

Candidate Pack – Community Manager

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1. Welcome from FC United of Manchester

Thank you for your interest in becoming the Community Manager at FC United!

It's an incredibly exciting time to join the Club as we continue to strengthen our work to make a positive difference to the lives of people in Manchester, particularly focussing on the North of the City.

FC United of Manchester seeks to benefit peoples physical and mental wellbeing, and in particular, engage children and young people, women and girls, people with disabilities and other marginalised groups.

We recognise the power of football to engage people and connect them to others, to strengthen resilience, to grow confidence and to have a positive impact on people's lives.

We are looking for someone who is as passionate about this, as we are. We are seeking an outstanding leader with a proven track record of success strategically and operationally within communities, to work to deliver our goals of "having an Aspiring community– Empowering our community – and allowing our community to Thrive"

This pack is designed to provide you with the information you will need to make an informed decision about working for FC United of Manchester and clarity on the expectations of the Board. We are happy to answer any questions you may have.

Yours

Paul Butcher

Board member and lead for the community

2. Application process

Thank you for your interest in becoming the Community Manager of FC United of Manchester.

Please find below details of the application process and further information to assist you in its completion.

In order to apply, you should submit the following to the CEO of FC United of Manchester; natalie.atkinson@fc-utd.net

- An application form outlining your personal details, education and career history.
- A personal statement of no more than two sides outlining why you are applying for this role and how your experience meets the requirements of the person specification.
- Two references to support your application The timeline for recruitment is:
 - Job advertised; Tuesday 23rd May 2023
 - Closing Date; Thursday 1st June 2023
 - Interviews will be held at Broadhurst Park week commencing 12th June 2023. Please ensure you are available for these dates as no alternatives can be offered. You will receive acknowledgement of our receipt of your application. If you do not receive this within 72 hours, please do contact us.

Please put 'Community Manager' in the subject line of your email.

Should you wish to have an informal conversation about the role, please contact; CEO Natalie Atkinson.

We look forward to receiving your application

3. Strategic context

When we established the club in 2005, our co-owners agreed we should aim to give football back to supporters and the community. FC is a football club born out of a belief that the game was being taken further and further away from the fans and that this needed to change.

The importance of FC's involvement with the local community is enshrined in our club rules: 'The business of the club is to be conducted for the benefit of the community served by the club and not for the profit of its members.' Since 2005, FC United has run a thriving community programme that aims to help the communities of Moston and North Manchester, and we take great pride in the positive impact we are having.

But our overall community impact goes even further and as you'd expect, football is at the heart of our reach.

- Attending our football matches offers social inclusion
- Our walking football matches and use of our 3G pitches by families and groups offer social inclusion and health benefits
- Our Academy provides education and a pathway through to first team or a career elsewhere in football Our community value can be seen by the number of users of our facilities, week in week out.
- Our community 3G pitch sees more than 30,000 people playing on it each year, including:
 - More than 250 young people per week from the East Manchester Junior League's central junior league
 - Moston Juniors teams, from under 7s through to under 16s
 - Health and wellbeing programmes for local community groups

Our long term plan is being developed by our Community Committee and will ensure the club delivers on its community objectives. The club is a major sporting hub for the area. Our aim is to become a major stakeholder in the Northern Gateway and North Manchester Plan by becoming a beacon and focal point for community cohesion, education and employability.

North Manchester contains many areas of severe and persistent deprivation. Its demographics are characterised by two extremes, with a large older population and a large population of young people.

This is also persistent deprivation and has been the picture of relative poverty for the area for decades.

Overcrowded houses are not an issue across both footprints - in fact there is evidence of significant single resident property.

Unemployment is high at **7.1%** compared to the rest of the UK which is at 3.8%

29.7% of Manchester's children are living in **income-deprived** families compared to 34.3% in 2015

33.6% of Manchester residents aged 60 plus experience **income deprivation** compared to 36.3% in 2015

2.9% of the 16-17 population of Manchester are classed as **NEETS**

35% of adults are **inactive** across Manchester

4. Role Description & Person Specification

Position: Community Manager

Hours: 37.5 Hours per week

Office location: Broadhurst Park (flexible working)

Package: £25,000, plus pension, 20 days holiday, plus bank holidays

Directly responsible to: CEO and Community Committee

Job Title:	Community Manager		
Reports To:	Chief Executive Officer	Jobs Reporting into the Job Holder:	Casual coaches, volunteers
1. Job Purpose			
<p>FC United of Manchester is looking to appoint a highly motivated individual who shares the values of the organisation to join the team.</p> <p>The role will lead on the development of the new FC United of Manchester community programme for both grant-funded and income generating activities.</p> <p>The post holder will direct the programmes, whilst supporting all other staff to ensure effective delivery of community business to the highest standards.</p> <p>The Community Manager will work closely with the CEO and Community committee in providing strategic direction for the organisation and to drive a proactive approach to the continued growth, development and sustainability of the community programme.</p>			
2. Principal Accountabilities/Responsibilities			
<ul style="list-style-type: none">• Develop and then lead the delivery of the FC United of Manchester's community business plan.• Identify and generate grant-funding, partnership and community opportunities to support new projects and initiatives to help FC United of Manchester achieve its community strategic objectives.• Direct line manage and provide inspirational leadership for community programme delivery staff, leading to an empowered and motivated workforce (once appointed).• Work with key stakeholders local and across the Clubs priority areas ensuring strong and effective relationships, whilst identifying new partnership opportunities.			

- Ensuring that FC United of Manchester has the highest standards of governance, that all legal and statutory standards are met and that all policies are up to date and implemented.
- Lead the commitment to quality assurance ensuring partner, stakeholder and beneficiary experience is of the highest quality and expectations are being met and exceeded.
- To be committed to continuous professional development relevant to the post and personal training needs supporting future career advancement.
- Promote all aspects of FC United of Manchester community programme.
- Attend or host relevant forums and meetings where appropriate, to increase awareness of the wider work of the community and club.
- Ensuring financial targets are met and issues with underperformance are addressed through pro-active action planning.
- Oversee the completion of monitoring and evaluation reports for all grant funded projects.
- Provide regular activity / departmental reports.
- To instil and maintain a culture of continuous improvement across the Club, striving to be the best that we can be.
- Ensuring a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment.

3. Knowledge/Experience/Skills
a) Knowledge/Experience/Technical Skills
<p>Minimum 3-year track record of leading teams or organisations to success, creating a culture of continuous improvement and developing strong working relationships across the team and through to Board level.</p> <p>Strong business acumen and experience in the development and implementation of strong governance and organisational policies and practice</p> <p>Experience of working in partnership with a range of stakeholders, including funders, demonstrating a strong ability to influence others and collaborate for mutual gain</p> <p>Ability to represent your organisation at a variety of levels internally and externally, helping to raise its profile or the impact of its work.</p> <p>Financial management responsibility demonstrating working knowledge of budgets, cash flow, forecasting and profit and loss.</p> <p>Proven success in obtaining investment through a variety of sources including grants, sponsorship, fundraising</p> <p>Ability to act decisively, recognise high performance and challenge underperformance at all levels and take effective corrective action</p> <p>An ability to develop new ideas and creative solutions to enhance or grow provision</p> <p>Track record of achieving KPI's, demonstrating impact and using evidence to inform future programme or organisational development</p> <p>Experience of working in an NGB, professional football club or professional sports club's foundation or comparable Charity</p> <p>Proven track record of developing and implementing football specific community provision to a range of audiences</p> <p>Full driving licence</p> <p>Knowledge</p> <p>An understanding of grassroots football in England, from participation to grow the game, to its ability to positively impact communities through the game.</p> <p>An understanding of the Charitable sector and how charities operate</p> <p>Knowledge of the current policy affecting practice within the physical activity and wider population health landscape</p>

Key Skills/ Personal Attributes

An outstanding leader, able to motivate, develop, influence and inspire others

Excellent communication skills in a variety of mediums including written and presentation skills

Have a collaborative and inclusive style with highly developed diplomatic and influencing skills

Able to maintain a strategic view whilst remaining close to the detail and impact of the work.

Further Information

Will the job-holder have direct access to young persons under the age of 18, within the context of the job or any subsequent related activities or responsibilities? YES

Where the answer to the above question is **YES** the following wording will be included in any advertisement

“As this role involves direct access to young persons under the age of eighteen, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include a Criminal Records Bureau Disclosure, to ensure their suitability for the role”