



Job Advert – January 2022

Job Title	General Manager
Salary	£30-£35,000 (dependant on experience)
Hours	37.5hrs per week (flexible 5/7days)
Report to	Board of Trustees
Direct Reports	2 x FT, 1x PT + 20 sessional
Contract Type	Permanent
Start Date	TBC / ASAP
Closing Date	Midday on Monday January 30 th 2023
Interview Date	Tuesday 21 st February 2023

The Organisation:

Raith Rovers Community Foundation (SC045468) was established in 2015 and has enjoyed a successful period of growth since 2019 with the Charity establishing itself at the heart of the local community.

Raith Rovers Community Foundation received the national award for 'Best Professional Club in the Community' 2021 for the work that was delivered throughout the pandemic.

Job Role:

The successful applicant will lead the Foundation both strategically, working with the Trustees, and operationally, working daily to ensure key targets and outcomes are achieved. A key part of the role is creating positive and sustainable working relationships with key partners on a local, regional and national level.

Key Duties:

- Manage and develop the organisations activities in line with its mission, vision and values.
- Evaluate and seek to improve the organisations projects & activities. Develop and manage projects within agreed budgets.
- Sustain existing and secure new provision ensuring sustainability to the organisation's community activities.
- Develop and manage partnerships with key stakeholders from the private, public and third sector.
- Deliver the KPI's as set by the board of trustees and/ or funders, or partners.
- Partner the Scottish FA locally, regionally, and nationally to contribute and deliver outcomes within the 'Football for All' strategy.
- Support & develop partnerships with local authority, third sector, regional and national organisations to deliver strategic objectives & outcomes
- Support and develop the Raith Rovers Community Club.
- Coordinate and develop a qualified team of staff, coaches and volunteers, including achievable CPD plans for all coaches and volunteers.
- Manage and appraise staff and volunteers in line with the organisations statement on learning and development.



- Develop progressive reporting templates to evaluate and monitor delivery and targets. Report to the board and key funding partners
- Develop and implement marketing initiatives ensuring projects are fully subscribed and sustainable.
- Create and implement a grant funding strategy to support the overall development of the charity.
- To support the Board in ensuring high quality governance
- To support the recruitment and retention of Board members

Additional information

- RRCF is the umbrella charity of RR Community Club which has more than 550 players within the pathway.
- There are several existing projects which cover the 5 key pillars of Participation, Health, Education, Employability & Community Club Growth.
- We are looking to review the strategy in 2023. The successful candidate would be instrumental in working with key trustees to develop this strategy
- A permanent contract will be subject to a successful 6-month probationary period.

Person Specification

	Essential	Desirable
Qualifications	Educated to degree Level with a related community qualification.	UEFA B or A License.
Experience	<p>Minimum 5 years project management experience.</p> <p>Ability to work with partner organisations to deliver RRCF objectives.</p> <p>Proven Monitoring and Evaluation experience.</p> <p>Budget management experience.</p>	<p>Previous experience in a similar role.</p> <p>Knowledge and experience delivering regional and national strategy outcomes.</p> <p>Experience in volunteer management.</p>

<p>Personal Attributes</p>	<p>Excellent communication skills – both internally & externally.</p> <p>A high level of personal drive. Professional approach.</p> <p>Empathetic and supportive of others.</p> <p>Excellent customer service skills.</p> <p>High degree of flexibility.</p> <p>Passion for sport and physical activity.</p> <p>Full clean driving license and access to own vehicle</p>	<p>A proven track record in creative and innovative approaches to working whilst achieving key outcomes.</p> <p>Ability to lead a progressive staff team</p>
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Our Vision

Through the power of sport and the brand of Raith Rovers, we aim to **engage, motivate, inspire and empower** through innovative & creative partnerships, working to support our community to reach its full potential.

Our Objectives

- To engage our community, creating equal high-quality opportunities for everyone to participate.
- To create a place that is the heartbeat of the local community and a place for activity to grow.
- To become the go-to charity provider and club in the region.

Our Values

Caring, Supportive, Understanding, Professional, Inclusive, Connected.

Further Information

Offers of employment will be made once satisfactory reference checks and PVG processes have been conducted.

Raith Rovers Community Foundation have a wide range of participants from 18 months of age and above and we have a passion to engage with everyone from our local area.



Raith Rovers Community Foundation is proud to be a living wage employer and is fully engaged as an equal opportunity employer

To Apply

Please email your CV with a detailed covering letter to raithroverscf@strenua.net before the closing date mentioned above.