

FAW TRUST



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Job and Person Profile

Job title:	National Club Services Manager
Full Time/Part Time:	12 months (fixed term contract to cover maternity leave)
Salary Range:	£30,000 - 40,000 per annum dependant on experience
Location:	Flexible
Responsible to:	Head of Football Development
Valid from:	1st October 2020

BACKGROUND TO THE JOB

The FAW Trust is the body responsible for football development in Wales. The FAW Trust has outlined ambitious targets for the growth of participation in football throughout Wales; including 50% of young people playing football once a week and 20,000 registered female players by 2024.

We are seeking to appoint an experienced practitioner and strategic and systematic thinker who can develop approaches and services to support the development of strong and successful football clubs across Wales. This person will have exemplary attention to detail and excellent project management skills to deliver a range of support services to clubs that will contribute to the Trust's strategic mission to 'grow the game and raise football standards' across Wales.

PURPOSE OF THE JOB

The National Club Services Manager will be responsible for developing and shaping clubs support products resources and approaches, project managing, overseeing implementation and monitoring the effectiveness of club support and compliance services.

The post holder will have excellent interpersonal skills to ensure the establishment of robust and productive services which will enable a network of strong and successful clubs that provide positive experiences for all. The National Club Services Manager will be innovative in their approach to developing clubs and have effective analytical skills to monitor performance.



COMPETENCIES REQUIRED:

- Exemplary attention to detail.
- Strategic planning including experience of interpreting data and research insight.
- Creative thinker who can shape strategies into practical and deliverable solutions.
- Exemplary due diligence with regards to matters of compliance and attention to detail, particularly with regards preparation of written communication and advice.
- Proven process and project management experience.
- Creative and innovative thinker and problem solver.
- Excellent communication and interpersonal skills.
- Ability to motivate and get the best out of people.
- Proven stakeholder and partnership influencing and negotiation skills
- Highly resilient, self-motivated and self-directed.
- Experience of budget development, management and control.
- Modern IT competencies.

PROFESSIONAL COMPETENCE/QUALIFICATIONS ESSENTIAL TO THE JOB

- Preferably educated to degree level with ideally further professional expertise in the areas of club development and compliance.
- Experience of business services and governance structures is advantageous.
- A sound understanding of football structures and the wider sporting and political landscape, ideally in a Welsh context.

PRINCIPAL ACCOUNTABILITIES

Develop and oversee services that support stronger and more successful clubs, to include

- Administration and communication processes for the Club Accreditation programme.
- Resources and training to support the development and recruitment of club volunteers.
- Business and governance models that would enhance club's enterprise activity, decision making and sustainability.
- Practical support services for asset transfers, facility management and grounds maintenance.
- Concepts to increase club's community engagement and partnerships with local stakeholders.
- Communication of club funding programmes.



- Project manage the establishment of an online club development portal that will house key club support services.
- Advise team members on tactical approaches for club support and development.
- Liaise with the Club Support Network Group, agreeing priorities and initiatives for club growth and business support.
- Manage the interface with the Coach Education, COMET, Competitions and Compliance Departments to feed into, influence and deliver shared goals for club services.
- Work closely with the Strategic Head of Football Facilities to ensure alignment across facility and club development work programmes.
- Identify and commission partners to contribute to the delivery of key club services.

ROLE SPECIFIC REQUIREMENTS

- Essential car user.
- Full, clean driving licence (a company car will not be provided).
- Willingness to work flexible and unsociable hours.
- Spoken and written Welsh are desirable.
- Enhanced DBS disclosure.

Note:

This job description covers the main duties of the post holder. From time to time, other duties may be required, commensurate with the grade of the post and the needs of the organisation.

To apply, please send a CV and covering letter outlining your suitability for the role

Deadline for applications: Friday 11th September, 2020 with applications sent via email to Amy Hobbs - amy@fawtrust.cymru

Interview date: 18th September 2020

If you have any questions on any of the above roles, please contact info@fawtrust.cymru

The FAW integrates equality of opportunity into all aspects of its business including appointments. The principles of fair and open competition will apply and appointments will be made on merit. Data Protection and Privacy: The FAW is committed to respecting your privacy. Any information you provide in relation to your application will be processed in accordance with Data Protection legislation and in line with the FAW's Privacy Policy which can be found at :<http://www.faw.cymru/en/about-faw/privacy-policy/>