



Job Description

Role:	General Manager
Company:	Motherwell Football Club Community Trust
Location:	Fir Park Stadium
Salary:	£30,000 to £37,000

Job Purpose

- To provide strategic direction and leadership for the Community Trust
- Ensure delivery of high quality services and develop suitable facilities to support this aim
- To enhance current and develop new partnerships
- To maximise all income and revenue generating opportunities and manage costs to secure a sustainable financial plan
- To increase the participation base
- To effectively promote the work of the Community Trust
- To ensure adherence to the Trust's core values

Main Duties and Responsibilities

Delivering Quality Services

1. Promote the principles of person centric practice across of programmes and service delivery
2. Support development and maintenance of best practice ensuring all staff aware and operate within organisational policy and procedure and national standards including those developed by national governing bodies
3. Report on the performance of the Trust and its programmes utilising appropriate performance management systems including those imposed by grant awarding bodies
4. Promote joint working with appropriate partners including targeting of resources
5. Support staff through promotion of staff development, effective workload management, project management and performance monitoring
6. Project manage the development of sustainable facilities to support the delivery of high quality services

Leadership

1. Lead and motivate all staff and ensure a culture of effective service delivery and focus of quality of outcomes is maintained
2. Review staff performance and identify training needs to support continuous development and succession planning.
3. Lead by example through demonstrating commitment to his/her continuous development
4. Contribute to the growth of an open organisation culture which supports effective communication and learning



Financial Management

1. Continuously review existing revenue streams and identify opportunities to maximise and enhance their effectiveness
2. Identify new opportunities for support and social investment from major funding bodies, donors, social investors, companies, charitable trusts, foundations, etc
3. Exercise responsibility for delivery decision making in compliance with the Community Trust's financial systems and procedures.
4. Develop new sponsorship opportunities
5. Develop sustainable future financial plans and manage annual budgets in line with these plans

Supporting Sound Governance

1. Work with Trustees to ensure that the requirements of the Trust's governance are fully met.
2. Ensure adherence to absence management, health and safety and equality and anti discriminatory policies.

Relationships

- Partners, funders, donors at all levels
- Trustees
- All staff and volunteers
- General Manager and the senior team within Motherwell Football Club
- Service users, parents, and community representatives

Key Competencies

- Strong communication and inter personal skills
- Ability to lead and motivate others
- Ability to analyse and interpret complex information
- Project Management Skills
- Ability to construct and deliver winning bids to external funders
- Ability to maintain strong positive relationships with all partners, and the commitment to continually develop new partnerships

Qualifications and Experience

- Educated to degree level or equivalent relevant experience
- Evidence of continuing personal development

Experience and Knowledge

- Significant fundraising experience in a senior fundraising management role, with a track record of delivering significant levels of income.
- Significant experience of working at Senior Management level in the third sector or equivalent
- Experience of successfully managing relationships with a wide variety of stakeholders with a wide variety of stakeholders and reporting to a Board or equivalent
- Knowledge of statutory and non statutory bodies
- Experience of effectively managing budgets
- Project Management experience