



BURY FOOTBALL CLUB JOB DESCRIPTION

Job Title	General Manager
Principal Location	Gigg Lane, Bury BL9 9HR
Type of Position	Permanent position. 37.5 hour week.
Reports to	Board of The Bury Football Club Company Limited
Role Summary	<p>To provide the leadership and high standards in facilities, safety and events management that will deliver the vision of Bury FC and its members.</p> <p>Direct and control club operations (on and off the field) in accordance with the strategy and business plans agreed by the Board to ensure that organisational goals and objectives are met.</p>
Key Duties	<p>Football and event operations</p> <p>Manage the operational delivery of men's and women's football matchdays, and other outdoor events at Gigg Lane Stadium.</p> <p>Provide operational support to the football staff and coaching team to enable them to compete at the highest level - including (but not limited to) arranging contracts, logistics, travel, facilities and catering.</p> <p>Stadium and facilities management</p> <p>Day-to-day venue operations and facilities management at Gigg Lane stadium</p> <ul style="list-style-type: none"> • Proactive oversight of building maintenance across Gigg Lane • Oversee unexpected maintenance issues, to include arranging repairs • Ensure proactive engagement with internal staff or external contractors to ensure that maintenance responsibilities are undertaken in a timely, cost effective and competent manner • Lead monthly operations meeting • Take an active role in the compliant documentation of Health and Safety matters, to include: <ul style="list-style-type: none"> - Health & Safety Policy - Safe Systems of Work - Recording of Risk Assessments - Preventative Maintenance and Safety Schedules - Fire Safety compliance - Alarm and detection systems

	<p>Business delivery</p> <ul style="list-style-type: none">• Contribute to the development of the club’s strategy and lead development in all operations to ensure that the club achieves its objectives, vision and annual business plan• Delivers the business plan key strategic objectives across all relevant functional areas including: match day, finance, commercial and marketing, events and functions, communications and media, community, people management / HR, administration, risk and compliance• Develops and implements all necessary policies and procedures to facilitate management control and to ensure that all internal operations achieve their business objectives• Leads on major project / change management initiatives ensuring, where applicable, robust business cases are submitted to board for approval• Develops and control all operational budgets to ensure that the club has all the resources required to meet its objectives within agreed financial parameters and to maintain the financial strength of the club• Liaises with external bodies and partners regarding the operation and continued development of the club• Ensures compliance with grant funding partnership KPIs and conditions <p>Community engagement</p> <ul style="list-style-type: none">• Lead on developing community engagement <p>Board contact</p> <ul style="list-style-type: none">• Guides the chair and board on their responsibilities under the rules and regulations of the club, ensuring the board functions efficiently and effectively• Ensures good information flows within the board and its committees and between senior management and non-executive directors, as well as facilitating board induction and assisting with professional director development as required• Provides a key point of contact to the Board, being accountable for all aspects of the club's operation• Produces and maintains an overview for the Board of governance, health and safety and risk and compliance issues, along with recommended actions to mitigate risks
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<p>Qualification & Experience</p>	<p>Essential</p> <ul style="list-style-type: none"> • Three years' experience running a sports club or in venue management and hospitality <p>Desirable</p> <ul style="list-style-type: none"> • Educated to degree level of equivalent • Two years' experience running a football club • Industry recognised qualification in health and safety and/or crowd management.
<p>Key behaviours and skills</p>	<ul style="list-style-type: none"> • Ability to manage high workloads and competing priorities • Excellent communication and negotiating skills • Works effectively with the club's committees and volunteers • Represents the club professionally and acts as a key public figure • Communicates effectively with the club's co-owners, stakeholders, and partners • Manages appropriate levels of operational effectiveness and service delivery • Ability to build effective relationships with key decision makers • Strong, inclusive leadership and management skills • Engages effectively both internally and with external organisations • Inspires staff and builds dynamic and cohesive teams • Innovates and identifies opportunities for both development and efficiency • Ability to lead on strategic development and project change management • Ensures an effective formal performance management framework across the staffing structure