



About us

Bury FC are looking to re-establish themselves within the town and borough, having had a hiatus, following the events of 2019. Now, securely under fan ownership, we strive to match our ambition on the field, with our aspirations to be the centre of the community off the field. With a new 3G pitch to be installed at the stadium, we are looking for a Community Development Officer, who can use the power of Bury FC and its stadium to improve lives and communities through sport, physical activity, health, and education and that every resident in the Borough of Bury can access one of the programmes we wish to implement.

Job Description

Job Title	Community Development Officer	Reporting to:	CEO
Salary	C£25-30k p.a.	Contract type	Permanent, full time
Location	Gigg Lane, Bury		

What is the role?

We are looking for a dynamic, self-motivated individual with a 'can do' attitude who wants to use the football club and stadium to make a positive difference to the community of Bury. The successful applicant will need to be able to demonstrate, both in their application and at interview, their ability to deliver our objectives, while embracing our values of 'hard work conquering all.'

We are looking for a Community Development Officer who is passionate about developing thriving and successful community development programmes. We are seeking a driven, energetic, and ambitious individual to plan and deliver our structured programmes in line with our charitable objectives and targets. Candidates will have the tenacity to achieve targets and the creativity to overcome challenges. Candidates must have the ability to inspire and motivate people from all backgrounds and communities.



The role

Key responsibilities

- To support with the development in all aspects of our Community Trust including Community Engagement, Health, Health & Wellbeing, Recreational Football, and Education & Skill Development.
- Development of new projects.
- To lead, motivate, mentor sessional staff.
- Work with individuals and/or groups from a range of abilities, ages and backgrounds.
- To ensure Safeguarding is at the forefront of everything we do.
- Be responsible for the developing off peak usage of 3G through community activity
- Provide regular reports, updates and recommendations to the CEO as requested
- To ensure all community provision is self-financing, and develop the facility to be in the position to fund further developments
- Maintain a strong working relationship with host organisations and key local stakeholders (including community clubs and organisations using our facilities)
- Continuously improve clear pathways for club links working in partnership with local sporting networks
- Work with internal and external partners to continually develop a robust programme of activities that reflect the needs and aspirations of local communities
- Support the planning, implementation and review of a community usage plan
- To plan and deliver work to achieve KPI's. In consultation with the line manager review and establish further KPI's based on the target groups within the development plan
- To develop promotional plans and marketing opportunities to increase awareness of and bookings at the site for community usage.
- Identify where we can support organisations and help them and work on developing activity that is mutually beneficial.
- Deliver the clubs Junior Shakers and matchday activities for young people.
- Plan and arrange the delivery of any initiatives including player appearances
- Identify volunteers from a diverse range of background that can help to support the clubs work.
- To be responsible for budgeting and managing expenditure, payments and invoices linked to funded programmes.
- To be responsible for developing, growing and maintaining strong relationships with local schools and key local partners and stakeholders
- Ensure that all provision is delivered in line health and safety and safeguarding regulations.
- Represent the organisation in a professional manner at all times and clearly demonstrate the core values
- Identify facility improvements and ensure ideas are escalated through correct channels.
- Provide Duty Management cover on rotational basis and act as the responsible person at the facility for all escalation points where applicable for the facility.



Person Specification

Category	Attribute
Qualifications	<ul style="list-style-type: none"> • To have sufficient educational ability to compile reports and undertake statistical analysis of data and financial information • First Aid at Work qualification • Degree of equivalent in sport, leisure or community development
Experience	<ul style="list-style-type: none"> • Experience of developing and managing a budget and working with specified financial procedures • Successful track record of implementing procedures which improve service quality and standards • Working knowledge and understanding of health & safety legislation and implementing risk assessments • Experience of using facility booking software • Experience of developing and implementing customer service standards and improvements • Experience working in a community football environment • Professional or volunteer experience working in or with community organisations
Skills and Abilities	<ul style="list-style-type: none"> • Strong listener and communicator who can effectively convey information at all levels • Ability to work strategically with partner organisations across different sectors to plan and deliver community programmes. • Computer literate • Ability to work in a pressurised environment and manage competing priorities whilst delivering on a broad range of tasks and adapting to changing circumstances and priorities • An innovative solution focused individual with a can do approach • A team player that is able to work on own initiative and as part of a team • Demonstrates an adaptable and flexible approach to work • Personable individual with a proven ability to build relationships with both internal and external partners • A goal driven individual who can lead and mentor individuals to achieve high service standards • Outgoing personality projecting confidence to talk to new people from a diverse range of backgrounds • Established links with organisations and businesses across the Bury • Own transport to assist in traveling to see contacts. • Excellent communication and presentation skills. • Ability to be flexible around working times



Application information and Notices

Bury FC is committed to the safeguarding of its staff, volunteers, and participants. Any job offer made is subject to satisfactory references and a disclosure and barring service (DBS) check. To apply for this role, please send a CV and covering letter or completed application form detailing how you meet the requirements of this role as set out in the person specification to neil.sears@buryfc.co.uk Closing date for applications: 1700 on Tuesday 28th May 2024

Privacy Notice

Bury FC is committed to being transparent about how it handles your personal information, to protecting the privacy and security of your personal information and meeting its obligation under the General Data Protection Regulation and the Data Protection Act 2018.

For more information please email neil.sears@buryfc.co.uk

Bury FC is an equal opportunities employer and welcomes applications from all sections of the community. All appointments will be made based on merit. The policies are available through <https://www.fssb.co.uk/policies/>