



JOB ROLE:

JOB DESCRIPTION:	
Job Title	Community Development Manager
Type of Position	12-month contract
Working Pattern	Part Time 20 Hours Monday - Sunday
Salary	£12,500
Role Summary	To be responsible for the delivery of specific community projects, programs and services in accordance with the policies of FC United of Manchester and the community benefit outcomes required by funders and delivery partners.
Key Duties	<ol style="list-style-type: none"> 1. To develop and take lead on the running the Club's community programme so that a range of community, health & wellbeing and educational activities take place each week in the community space under the east stand. 2. Develop and deliver a project plan each year to deliver community activities in the community space under the east stand. 3. Source funding revenue to support the delivery of the Club's community programme. To achieve funding for a least 75% of salary each year (after year 1). 4. Establish and develop strong community relationships in order to develop the Club's community strategy. 5. Monitoring and evaluating projects and providing reports as required to the Sports Development Manager and the Club Board. 6. Promoting the community activities of FC United of Manchester. 7. Developing and managing volunteer roles to assist in delivering the community programme.

PERSON SPECIFICATION - Indicate whether Essential (E) or Desirable (D)	
Qualifications	Community education qualification (D)
Experience	At least 2 years recent experience in a similar role (D)
Knowledge	Good working knowledge of grant funding and community projects (E) Good understanding of the local area and the Club (D)
Skills/Competencies	<p>Knowledge and thorough understanding of a variety of community programmes and community engagement (E)</p> <p>Experience and expertise in securing and managing funding from a variety of sources including grant funding and commercial relationships (E)</p> <p>Proven track record in managing volunteers (E)</p> <p>Ability to build the confidence of senior managers by giving expert advice and building good working relationships (E)</p> <p>A first-class communicator skilled in written and verbal presentation (D)</p> <p>Experience of persuading, influencing and aiding others in decision making and implementing change (E)</p> <p>Excellent time management skills (E)</p>