



motherwell football club
community trust 

Motherwell FC Community Trust Community Partnerships Officer

Schedule: 35 Hours per Week

Employer: Motherwell Football Club Community Trust

Location: Fir Park Stadium, Motherwell ML1 2QN

Salary: £22,000 per annum

Duration: Initial period of 12 months

Fir Park Stadium is a top-level football stadium which houses the Community Trust offices and AstroTurf Training Centre.

Job Description: To support the delivery of the post-COVID Recovery Plan in partnership with key stakeholders specifically focusing on Lanarkshire. To work closely with new and existing community stakeholders to identify and develop new projects, securing additional funding to ensure financial sustainability. This is an exciting role where the successful candidate will also generate restricted and unrestricted income for the Charity to continue to transform people's lives for the better.

Responsibilities and Tasks:

- Increase income into our charitable work through developing effective relationships with private sector partners, patrons, sponsorships, CSR, fundraising and events.
- Prepare and submit successful pitches to potential partners and conduct effective negotiations.
- Represent the Trust on local partnership groups, including the Poverty Action Network, Motherwell Community Board, Health & Social Care Partnership and Community Sports Hub, with a view to building mutually beneficial partnerships to support our sustainability.
- Ensure attendance at all regional business networking events and ensure Motherwell Football Club Community Trust maximises its memberships within these groups.
- Identify opportunities for community initiatives and oversee planning and implementation
- Co-ordinate, deliver and promote relevant activities, often within a specific community or to targeted groups. Develop a sustainability plan for each activity.
- Recruit, train, support, develop and manage coaches and volunteer staff
- Raise public awareness of community impact issues and promote participation, particularly among underrepresented groups to ensure future sustainability
- Work closely with Motherwell Football Club's Commercial Department on developing Club and Charity joint income initiatives
- Evaluate and monitor activities and projects using performance indicators, including income and surplus indicators and targets
- Maintain records and produce written reports, demonstrating how the post is contributing to the recovery and sustainability of the organisation.
- Attend local, regional, national and international meetings, seminars and conferences
- Develop a range of partnerships with organisations and initiatives
- Work within specific guidelines, e.g. equal opportunities, health and safety and child welfare
- To carry out any other reasonable duties within the overall function of the job

All in accordance with safe working practices.

The above principal duties and responsibilities do not include or define all tasks which may be required to be undertaken by you. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility held.

COVID-19 has placed a significant strain on the charity with activities suspended for many months over the past year. The post holder will play a critical role in the establishment and development of sustainable, funded programmes which will help the Trust to continue to recover from this difficult year. A key element of the post will be income generation and the successful candidate will have a good understanding of how this contributes to the recovery plan.

An ideal candidate will be passionate and committed to developing health, wellbeing and community impact within Lanarkshire and have an understanding of the structure of corporate social responsibility at a local, regional, national and international level. They will have a keen understanding of the contemporary issues facing people in Lanarkshire and demonstrable experience of working with key partners. They will be motivated to work individually and within a team, be willing to work flexible hours, and be able to plan, set, achieve and monitor objectives to meet deadlines. They will also have a creative and innovative approach to solving problems. The successful applicant must hold a full driving licence and have access to a vehicle with full MOT and insurance in place.

The role involves direct access to young persons under the age of eighteen, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screen process, which will include an Enhanced Criminal Check, to ensure their suitability for the role.

Person Specification

Essential	Desirable
Commercially astute with a proven experience of increasing income via corporate fundraising and partnership working	An understanding of Lanarkshire and its local geographical areas.
Demonstrable experience of developing and maintaining working relationships with senior figures / stakeholders in other organisations.	A good knowledge of key organisations in Lanarkshire, including NHS, local authorities, voluntary groups and organisations.
Excellent oral and written communication skills	
A strong understanding of the Third Sector and key local stakeholders	
Full clean driving licence with access to own transport	
A passion for changing lives	

Application Process

Please apply by submitting your CV and a cover letter to community@motherwellfc.co.uk with the subject "Community Partnerships Officer".

Closing date for applications: Friday 7 May 2021 5pm.