



**COMMUNITY
TRUST**

JOB DESCRIPTION

TITLE: **Business and Projects Manager**

RESPONSIBLE TO: **Head of Trust**

SALARY: **£30-35,000 pa depending on experience.**

PURPOSE OF POST:

Manage the business, administration, budgets, grant management, reporting, Health & Safety, Equality, Governance and M&E functions for the Community Trust, ensuring continuous improvement in the delivery of the service. Assist the Head of Trust with the business development planning and delivery to ensure that the medium term financial plans for the business are achieved.

Responsible for the management and coordination of meetings of the Trustee Board.

Management of specific projects from concept to funding application and delivery.

PRINCIPAL RESPONSIBILITIES:

1. Finance and Administration

Undertake and oversee the management of the administrative functions of the Trust to include, resources, utilities, team meetings, ICT, HR recruitment/induction and the coordination of the team delivery. Manage the finance function of the Trust to include purchasing, payments, invoices, review of management accounts, budget management coordination to include timely budget report preparation with managers and officers, monthly reporting of actuals vs budgets and commentary on key variances.

This information is also to be reported directly to the Trustee board on a quarterly basis.

Includes writing reports and attendance at Trustee board meetings including the presentation of financial reports and budgets as required by the business.

Manage the Risk, Health and Safety and Equality functions of the Trust to meet Capability standards as required by EFL Trust (EFLT) and Premier League Charitable Trust (PLCF) as well as the Charities Commission.

2. Project Management

Provide the lead for specific Projects and Plans, working closely with the community and voluntary sector and EFLT and PLCF to implement projects and plans. The development and delivery of action plans will include briefing meetings, workshops and review of plans. Provide regular updates on project progress, risks and issues to ensure that momentum in project development and delivery is maintained. Support the School Sport Manager and Community Operations Manager.

3. Grant Management

Coordinate the grant management function of the Trust to include applications, monitoring and evaluation, reporting to funding partners and the payment of receipts.

4. Business Development

Coordinate the Business Development function of the Trust enabling the diversification of income in identifying, bidding, securing and delivering external business opportunities.

DIMENSIONS:

Supervisory Management: Supervisory management of project leaders supporting the delivery of the post holders work programme area and the completion of appraisals.

Financial Resources: Responsible for working with managers and project leaders to ensure good financial management and development of the business to ensure that the medium term financial plan for the business is achieved.

Physical Resources: Responsible for the management of the Office Accommodation, ICT, equipment and programme resources.

CONTEXT:

What is Luton Town FC Community Trust ?

The Community Trust is a charity registered with the Charity Commissioners (Registration No1123078) and has been in existence since 2008. The charity is a separate legal entity from the main Football Club and is charged with representing Luton Town Football Club in the local community through an agreed service level agreement.

The Trust's charitable objectives are:

1. For the benefit of the public generally and, in particular, the inhabitants of Bedfordshire and its surrounding areas:
2. To promote community participation in healthy recreation by providing facilities for the playing of Association Football and other sports capable of improving health ("facilities" in this clause means land, buildings, equipment and organising sporting activities);
1. To provide and assist in providing facilities for sport, recreation or other leisure time occupation of such persons who have need for such facilities by reason of their youth, age, infirmity or disablement, poverty or social and economic circumstances or for the public large in the interests of social welfare and with the object of improving their conditions of life; and to advance the education of children and young people

through such means as the trustees think fit in accordance with the law of charity.

In operational terms on a weekly basis, the Trust delivers football and multi sports coaching and educational services to around 3,000 school children, students and adults as well as many children and adults with disabilities in Luton and Bedfordshire. The Trust's numerous projects are delivered by a staff of over 50 full and part time qualified sports coaches and teaching staff. A core provision of the Trust is our free school sport provision to over 40 local schools every week together with our many community cohesion projects.

In the last 2 years the valuable work of the Trust has been recognised with four following awards and nominations:

Love Luton – Leisure & Culture Winner 2016
Bedfordshire Police – Community Sports Champion 2017
FC Business – Best Community Trust (outside Premier League) Finalist 2018
Love Luton – Sporting Inspiration Finalist Nomination 2018
Bedfordshire Police Cohesion Choice 2019

As Business Manager the post holder will lead and manage the business, administration, budgets, grant management and reporting, The post holder's work will underpin and support the work of the head of Trust to assist the delivery of its key outcomes within its delivery plan. They will be required to plan, deliver, manage and monitor a co-ordinated set of business systems that support delivery and ensure appropriate financial and business regulations are met.

The Trustee Board has developed a recently reviewed strategic plan running to 2021 which is registered with both the English Football League Trust and Premier League Charitable Fund, a copy of which is attached. In financial terms the Trust currently has an annual turnover of circa £900k and has several income streams:

The Community Trust is required to work with various partners to achieve its business aims including EFL Trust, PFA, Premier League Charitable Trust, Bedfordshire FA, Local Authorities, Schools, Local Business, Clubs, Coaches and Community and Voluntary Groups. The post holder will have responsibility for managing close working relations with these groups in the areas they will be principally responsible for.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Organisation. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Experience of business, finance and administration management	1,2	Understanding of Sports Development	1,2
	Experience of Board governance, reporting and administration	1,2		
	In depth Understanding of grants management	1,2		
	In depth experience of managing large projects including undertaking grant applications and bidding for external funding	1,2		
Skills/Abilities	Significant and senior ability to manage budgets and finances	1,2	Able to consult with others inside and outside of the organisation and give effective presentations Able to identify and take advantage of business development opportunities	1,2
	Able to work in conjunction with other team members and partners	1,2		
	High level ability to influence, persuade and communicate.	1,2		1,2
	In depth ability to monitor, evaluate and manage performance and assess results	1,2		
	Able to plan, manage and organise diverse workloads to meet deadlines	1,2		
	Able to write, coordinate and present board papers of a complex nature.	1,2		
	Accurate data entry skills using word processing and spreadsheets	1,2		
	Demonstrable high quality Microsoft WORD Outlook and EXCEL skills	1,2		
	Able to fully understand and manage complex grant management process	1,2		
	Equality Issues	Knowledge and understanding of equality issues and legislation – able to lead and integrate equality policies into business plans, strategies, service delivery and employment practices.		
Specialist Knowledge	In depth and high level demonstrable knowledge of finance, administration and budget management.	1,2,4		1,2
	In depth knowledge and understanding of the management of Risk and Health and Safety	1,2		1,2

Education and Training	Able to demonstrate training in business, finance, budgets and grant management.	1,2,4		1,2,
	NVQ Level 4 (or equivalent) Degree, Certificate or Diploma in Business, Administration, Banking or Financial Management.	1,2,4		
Other Requirements	Ability to attend sites throughout the County (as required)	1,2		
	Ability to work out of normal hours (occasional)	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that the Trust's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998) and GDPR
- (iv) Safeguarding