



## JOB DESCRIPTION

### Job Title

Community Manager

### Business

Huddersfield Giants Community Trust

### Grade/Salary

Competitive, dependant on experience

### Contract Type

Fixed term for 1 year with a view to being permanent after 2 years

### Overall Purpose of Role

To effectively manage and lead the community department. The Community Manager is responsible for growing and developing projects within the Trust, supporting the strategic aspirations and ambitions of the Trust across key themes of work. To secure funding for the Trust, contributing to the success and sustainability of the Trust, and those who operate within it.

### Main Responsibilities

- Overall responsibility for the community department in line with the HGCT & RFL development plan for Kirklees.
  - To build, manage, develop and sustain projects and key areas of business.
- To lead community operations, ensuring that budgets, cash flow forecasts, contracts, staff files, inductions and service level agreements are in place and effective.
  - Identify and develop new revenue sources for the trust.
- Develop effective relationships with local, regional and national partners in order to meet the aims and objectives of the Trust.
- Report regularly on KPI's and financial results to governing bodies and funded partners.
- Manage staff time and workloads, working both independently and collaboratively with a range of colleagues, to agreed deadlines.
- Conduct necessary performance reviews for reporting staff, including annual appraisals.
- Ensure strong governance of all departmental matters and ensure that all policies and procedures are adhered to.
- To monitor activity within the department ensuring that they are meeting and/or exceeding service level agreements. This will entail supervising, advising and assisting officers in delivery.
  - Tender applications through to overseeing the delivery of projects and initiatives.
- To oversee any contracts relating to procured services, and support achievement in relation to these contracts.
  - To deliver presentations and training events.
  - To represent the Foundation on various strategic groups.

- To ensure that all monitoring, measuring and evaluation of community activities is undertaken and reported as necessary.
- Liaison and communication between The Trust & Rugby League Football Club, Sport England & the RFL
  - To work with and support local community and ambassador Rugby League clubs
- To attend all home game day's and work with club operations manager to ensure maximum engagement with community zone, flag and player guard of honour as well as half time parade.
  - Carry out duties in accordance with all relevant company policies
  - Act at all times with utmost good faith to the Club and the Trust
- Other duties as reasonably requested by a member of the senior management staff.
- To work closely with partnership organisations, to maintain good relationships and collaborative working practices
- To work with colleagues throughout Huddersfield Giants to extend knowledge and skills in order to identify and develop best practice
- Deal with enquiries and general day-to-day liaison with customers, colleagues and partners
- Carry out general office duties including data recording, filing, photocopying, sending and receiving emails
  - Ensure all policies and procedures are adhered to
- Active participation on continuing professional development and the appraisal process
  - Promote the brand identity
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To maintain the quality of service provision, regularly evaluating work and seeking to make improvements
- Present a professional image when dealing with both internal and external contacts and partners, acting in a professional manner at all times
  - To cover as and when required at other departments
- Any other duties commensurate with the grade and falling within the scope of the post, as requested by the board of trustees

### **Knowledge, Skill and Experience Required**

#### ***Essential Attributes***

- Highly motivated and passionate about Sport, health, wellbeing and education of young people within the Kirklees community.
  - Level 2 coaching certificate in at least one sport.
  - Full UK driving licence and access to own vehicle.
- Experience of working in a coaching environment (voluntary or paid).
  - Enthusiasm, energy and creativity.
  - Good communication and relationship building skills.
  - Experience of working in a team and upon own initiative.

- Management experience preferred

#### ***Desirable Attributes***

- Level 2 Coaching Certificate in Rugby League
- Level 2 Coaching qualifications in multiple sports
  - Level 2 multi skills qualification
  - Experience applying for funding
- A degree level qualification in a relevant discipline
- Experience of coaching/teaching within a school environment
  - Academic qualifications in relevant discipline.
  - First aid & safeguarding qualifications.
    - Strong ICT skills

#### **Contacts and Relationships**

- To be able to work effectively with colleagues, be a team player and uphold a professional image towards parents, community users and other members of the public.
- As the work may involve substantial access to children, all successful applicants will have to provide satisfactory DBS disclosure at the enhanced level of their suitability to work with children before an appointment.

#### **Note**

- The post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are appropriate with its level of responsibility.
- This job description is provided for guidance only and does not form part of the contract of employment.