



Foundation Director

JOB INFORMATION PACK



APPLICATION PACK

We are seeking a foundation director to provide strategic direction at Shrewsbury Town FC Foundation. The person will be responsible for driving organisational growth, and ensuring the effective delivery of our mission to make a lasting impact in the communities we serve.

JOB DESCRIPTION

Job Title: Foundation Director

Department: Shrewsbury Town FC Foundation

Accountable To: Board of Trustees

Criminal Record Check Required: Yes

Level of Check: Enhanced

Financial Responsibility: Budget Holder

Authorisation Level: Full

WHO WE ARE

Shrewsbury Town FC Foundation is the official charity of Shrewsbury Town Football Club. Established in 1996 our mission is to utilise the power of sport to engage, inspire and strengthen our local community.

Vision

To take Shrewsbury Town into the heart of the local community, helping people realise their potential and achieve their goals.

Purpose

To deliver a service that can be judged as 'first class' by our participants, funders and community partners. A service that is seen to make a significant social contribution, changing lives by creating opportunities for all of our participants

How will we make a difference?

In partnership we will work within Shropshire to:

[Improve health & wellbeing](#) • [Provide better life chances](#) • [Create stronger communities](#)

Our vision is underpinned in our values:

[Passionate](#) • [Proactive](#) • [Fun](#) • [Inclusive](#) • [Professional](#) • [Caring](#)

Range of work:

[Health & Wellbeing](#) • [Football & Participation](#) • [Education & Employability](#) • [Facilities](#)

ROLE

To provide strong, inspirational senior leadership to the foundation, developing and delivering our ambitious strategic plans.

Working closely with the board and management team, the director will have overall responsibility for governance, growth, and financial sustainability. The director will develop opportunities and identify and secure diverse income streams that can be reinvested in community-based activity for the benefit of all our communities.

As an ambassador for both the foundation and club, the role will foster a positive culture, ensuring staff at all levels across the organisation are inspired and encouraged to succeed and prosper.

The trustees are looking for a high calibre foundation director that can deliver and effectively communicate our vision, mission, and values clearly.

Critical success factors:

- Continued growth of the foundation and associated activities.
- Evidence of effective partnerships with external organisations.
- Evidence of maximising funding opportunities and of using funding to optimum benefit for the communities we serve.

HOURS OF WORK

Salary: Circa £50,000 per annum

Core hours with flexibility between the hours of 8:00am – 6:00pm Monday to Friday

Flexibility is essential as weekend and evening work will be essential.

PRINCIPLE RESPONSIBILITIES

Leadership

Provide strategic leadership and direction in relation to all foundation activities.

Develop and implement a business plan for the foundation to grow the programmes of the foundation.

Develop and manage foundation employees, including defining roles and responsibilities, developing and mentoring team members, contributing to staff recruitment where required, and measuring performance to deliver the foundation's and their personal objectives.

Demonstrate commercial astuteness and a business focus without compromising the values of the club and foundation and their commitment to our community.

Demonstrate a genuine desire to inspire, lead, motivate and develop staff to deliver the foundation's aims.

Thrive on a collaborative approach to work, influencing in all directions and maintaining the enthusiasm and motivation of staff within the foundation.

Finance

Oversee with support the production of the annual budget and present to the board of trustees for approval.

Develop and manage the foundation's finances and budgets across all programmes.

Operations

Ensure that the foundation meets all requirements for future funding from the Premier League Charitable Trust, English Football League Trust and external funders.

Ensure systems are in place to monitor the foundation's performance in all its activities and ensure the trustees of the foundation are kept informed of activities via regular meetings, or other forms of communication.

Enhance the foundation's profile internally and externally by working with the club's communications team to create and implement a strategy for growth.

Demonstrate a commitment to promoting equality and celebrating diversity across the foundation staff, volunteers, participants, and partners, and in all aspects of the role.

Develop and maintain strong partnerships with external bodies including the Premier League, English Football League, the UK Charities Commission, local authority, club partners and appropriate agencies.

Work in collaboration with all areas of the club's business, proactively forging relationships, particularly with Head of Departments.

Represent the foundation at any Premier League/English Football League meetings and respond promptly to all reporting requests from the Premier League Charitable Fund and English Football League Trust in relation to funded programmes.

Undertake any other duties as may be required from time to time, at the request of the Board of Trustees and/or the club CEO, in the interests of the foundation and/or the interests of the club.

Ensuring that the charity's health and safety, equal opportunities, child protection and vulnerable adults safeguarding policies represent best practice and are adhered to in all aspects of the charity activities.

Insight & Impact

To develop quantitative and qualitative tools to support the measurement of project outcomes and impact, and to gain participant feedback on their engagement with Shrewsbury Town FC Foundation participation projects.

To analyse outputs, outcomes and impact data to support managers to review projects, feed into funder and partner reports, and support communications around their promotion of the foundation's work.

PERSONAL SPECIFICATION

Skills/Qualities/Experience	Essential	Desirable
Minimum 5 years' experience of working in a sports, charity or community development environment.	●	
Proven commitment to safeguarding and promotion of welfare for children and vulnerable adults.	●	
Previous experience of working for a charity or similar role is a key requisite.	●	
Excellent organisational skills and the ability to manage a varied workload and work to deadlines.	●	
Strong computer skills and a working knowledge of Microsoft Office applications.	●	
Developed communication and presentation skills.	●	
Full UK driving licence.	●	
Proven ability to access, secure and manage all external funding from a variety of sources.	●	
Must be able to represent Shrewsbury Town FC Foundation/Football Club in a confident and professional manner and have the ability to communicate effectively to a range of stake holders.	●	

Appointed person will be subject to CRB clearance.

GENERAL INFORMATION

The employee must at all times carry out his/her responsibilities with due regard to Shrewsbury Town FC Foundation's policies and procedures in particular health and safety, financial authorisation and confidentiality with regard to the Data Protection Act.

The employee must act to protect all young people and vulnerable adults that are in their care or attending the company's premises. The employee must report any misconduct or suspected misconduct to the designated safeguarding officer.

The employee must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relations amongst employees and customers.

The above job description is not intended to be exhaustive; the duties and responsibilities may therefore vary over time according to the changing needs of Shrewsbury Town FC Foundation.

OUR CORE VALUES

We are looking for you to show these work-based core values which are integral to our workforce culture.

Professional

We are professional in every aspect of our delivery.

Passionate

We are passionate about what we deliver for Shrewsbury Town Football Club, and how we can make a difference for the community we live in.

Inclusive

We are committed to support all of our participants regardless of race, gender or ability and will ensure that our programmes reflect this.

Proactive

We are determined to be forward thinking, innovative and ambitious in continually looking to improve our performance and impact

Fun

We want all participants to share our enjoyment and enthusiasm in what we deliver – in a fun and safe environment.

Caring

Our workforce cares a lot about our work and local community.

APPLICATIONS

Shrewsbury Town FC Foundation is committed to safeguarding and promoting the welfare of children. Any job offer is subject to satisfactory employment references and Disclosure and Barring Service (DBS) check.

To apply for this role, please upload a CV and a covering letter (no more than two pages), detailing how you meet the requirements of the role to:

trustees@foundationstfc.co.uk

If you have any queries, or would like to arrange a visit to the Shrewsbury Town Foundation, please contact: **jamie.edwards@foundationstfc.co.uk**

Closing date for applications: 15th March 2024

Interviews: 20th & 21st March 2024

Please note if you do not receive an invitation for interview, please assume that your application has not been successful on this occasion.