



BARNESLEY FC
COMMUNITY TRUST

APPLICATION PACK

HEAD OF OPERATIONS



BARNSELY FC COMMUNITY TRUST

Barnsley FC Community Trust is a registered charity delivering community and charitable activities on behalf of Barnsley Football Club through four main themes.

EDUCATION, HEALTH, SOCIAL INCLUSION AND SPORTS PARTICIPATION

OUR VISION

To be the best in our community at positively changing lives.

OUR MISSION

To use the power of Barnsley Football Club to inspire, improve and positively change lives in our community.

OUR VALUES

WE ARE PASSIONATE ABOUT OUR WORK

WE ARE TEAM PLAYERS

WE ARE OPEN AND HONEST

◆ SPECTEMUR ◆ AGENDO ◆

APPLICATIONS

Barnsley FC Community Trust is committed to the safeguarding of its staff, volunteers and young people. Any job offer made is subject to satisfactory references and a Disclosure and Barring Service (DBS) check.

Application forms are available from - <https://barnsleyfccommunity.co.uk/about/vacancies/>

To apply for this role, please send a completed application form detailing how you meet the requirements of the role to: **Kieron.Campbell@barnsleyfc.co.uk**
Or via post marked private and confidential to:

Barnsley FC Community Trust
Oakwell Stadium
Barnsley
S. Yorkshire
S71 1ET

Please note CVs will not be considered.

JOB DESCRIPTION

The Head of Operations will be a key part of the Trust's Senior Management Team, providing expert knowledge and support across all operational functions and departments to maximise workforce contribution and efficiencies. The Head of Operations will be responsible for supporting the Head of Foundation (HoF) to deliver the Trust's strategic plan, supporting revenue generation, and building operational capacities and efficiencies.

The Head of Operations will report to the HoF, whilst providing effective leadership and management of the operations team.

Job Title:	Head of Operations
Hours of Work:	37 Hours Per Week
Location:	Barnsley FC Community Trust, Grove Street, Barnsley, S71 1ET
Reporting to:	Head of Foundation
Salary Range:	£32,000 - £37,000
Contractual Status:	Full Time
Annual Leave	25 days (33 including Bank Holidays)
Date Posted:	17th April 2024
Expiry Date:	8th May 2024
External Posting URL:	https://barnsleyfccommunity.co.uk/about/vacancies/

PERSON SPECIFICATION

Experience, Qualifications, Knowledge & Training

Essential

Educated to degree level or equivalent or a proven track record of effective working at a senior level.

Evidence of continued professional development.

Experience in Leadership and strategic planning.

Building culture and embedding values.

Financial management and budget planning.

A strong track record of delivering a high-quality service within budget.

Experience in devising, preparing and summarising effective reports.

Project planning and performance management skills.

Knowledge of sports, youth, education, charitable and sectors.

Excellent understanding of funding and grant-giving routes and trends.

A strong awareness of EDI.

Desirable

Community development and engagement.

Monitoring and evaluation/insight and impact.

Knowledge of Charity Governance and Regulation.

High level of experience in operations management.

Experience in change management.

Experience in operational HR/employee relations.

Knowledge of a range of evaluation and performance management processes.

Skills and Abilities

Essential

Excellent people and management skills.

Excellent written and oral communication skills for a wide range of settings and contexts.

Computer literate in Microsoft Office including Teams, Word, Excel and PowerPoint

Organisational skills to manage and prioritise multiple tasks efficiently.

Excellent problem-solving skills being Outcome orientated and solution-focused.

Ability to be a strategic, analytical, and creative thinker.

Reliable and dependable, with a commitment to meeting deadlines.

The ability to work individually and as part of a team.

Commitment to embracing the values and aims of the organisation.

KEY ACCOUNTABILITIES

Key Accountabilities:

To support the HoF with the implementation of short and long-term strategy and deliver the agreed short and long-term objectives.

Devise and implement an operational plan, with clear objectives and KPIs which delivers the Trust's Strategy.

Provide effective leadership and management of the Senior Management Team ensuring clarity on goals and responsibilities aligned to departmental and organisational strategic objectives.

Evaluate performance by clearly communicating job expectations; planning, monitoring, appraising, and reviewing job contributions.

Contribute operations information and recommendations to strategic plans and reviews.

Work with internal and external stakeholders, ensuring strong and productive relationships are built and maintained.

Manage and support the Compliance and Business Administration Officer to ensure that the Charity complies with internal and external regulations including CCOP, whilst ensuring daily operations including handling HR tasks and processing financial tasks are completed efficiently.

Work with partners, stakeholders, and external agencies (public, private, and voluntary sector) at a senior level to develop programmes that meet the Trust's strategic objectives and support local priorities.

Ensure that all contracts and grants achieve the required KPIs and that all obligations and deadlines are met.

Accountability for developing and implementing quality assurance processes across the Trust.

Work with the HoF to set appropriate budgets and oversee programme performance and sustainability.

Identify opportunities for business development and growth, supporting applications and bids for grant funding.

Share responsibility for recruitment and induction of staff to ensure individuals are supported into their roles and understand the culture and expectations of staff working for the Trust.

Ensure all Trust operations are monitored, functional and operating efficiently and effectively.

Deputise for the HoF as and when required.

Line management duties.

Promote a high standard of personal and professional conduct.

KEY ACCOUNTABILITIES

Key Accountabilities:

Embody the overall Vision, Mission and Values of the Charity.

All other duties as requested by your Line Manager.

Attend and contribute to all SMT meetings and management matters.

Attend and contribute to all SMT strategy meetings and planning.

Providing updated advice regarding: policies, processes and requirements for strategy plans and organisational proposals.

To generally assist in any tasks required in the operation of Barnsley FC Community Trust as directed by the **Head of Foundation**. Any changes arising will take into account salary and status.



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barnsleyfccommunity.co.uk
twitter.com/bfccommunity
facebook.com/bfccommunity

Barnsley FC Community Trust is a registered Charity and a Company Limited by Guarantee registered in England and Wales. Charity Number 1118735. Company Number 6081731. Registered Office: Oakwell Stadium, Barnsley, South Yorkshire S71 1ET



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