

St Mirren FC Charitable Foundation

Job description

JOB TITLE:

COMMUNITY DEVELOPMENT OFFICER – 18 MONTHS FIXED TERM

JOB PURPOSE:

The Community Development Officer will work on behalf of St Mirren FC Charitable Foundation to build capacity utilising sport for change initiatives, support club development programs, and increase participation in football, physical activity and health projects across all ages within Renfrewshire area.

Within the role, you will promote participation in community sport and activity projects at all levels in line with objectives of the St Mirren FC Charitable Foundation and other National Strategies. The Community Development Officer will link with all relevant stakeholders in managing the implementation of initiatives that will support the local community.

RESPONSIBLE TO: St Mirren FC Charitable Foundation

MAIN DUTIES AND RESPONSIBILITIES:

- Play a role in the development, implementation and delivery of the St Mirren FC Charitable Foundation programmes
- Coordinated the St Mirren FC Charitable Foundation projects such as FITT, Football Memories, 442 Reading Challenges, Men's Shed etc.
- Assist in the recruitment and management of sessional staff and volunteers to deliver the programmes.
- Provide leadership towards the development and direction of the community football programme and assist in community coaching duties as and when necessary.
- Communicate effectively with all relevant stakeholders.
- Produce reports on work programmes integral to allocated projects and other work priorities and monitor against these targets.
- Uphold and enforce, at all times, the reputation and ethos of St Mirren FC Charitable Foundation and present at all times the best interests of St Mirren Football Club/Scottish FA
- Carry out any other reasonable duties that may arise from time to time or be assigned by the St Mirren FC Charitable Foundation Chief Executive Officer
- To have responsibility to liaise with the Scottish FA West Region and ensure all Scottish FA related projects are accurately recorded on the Scottish FA's Football Administration System.

Salary: C£20k to £23k (depending on experience)