



Hibernian Community Foundation
Job Description – Club Development Manager

Role	Club Development Manager
Salary	£30,000
Hours	37.5hrs per week (<i>evening and weekend working required</i>)
Contract Type	Permanent
Report To	Head of Community Football
Direct Report(s)	Community Academy Manager – Girls, Club Coaches, Part Time Contracted Coaching Staff,
Start Date	TBC
Closing Date	Monday 25 th March 2024 at 9.00am

Opportunity

To lead, develop and manage the Hibernian Community Club eco-system from entry level at 18months old to youth football in both male and female regional structures.

To create, develop and lead on a forward-thinking coach development environment & structure across the Community Foundation.

To build and develop a commercialised football programme with a strong emphasis on growth and customer service.

Key Duties:

- To lead on the day-to-day management, administration, and coordination of Hibernian Community Club.
- To recruit, manage and develop a team of staff who can deliver a progressive programme at various levels across a Community Club and or commercial level.
- To manage and lead on a weekly training and matchday programme administratively, operationally, and logistically with support from the Community Academy Manager – Girls’.
- Create a positive forward-thinking relationship with all families involved in the Community Foundation structure.
- Implement and lead on the Academy Code of Conduct for Coaches and Safeguarding procedures.
- Create, manage, and deliver a progressive Coach Development Programme.
- Support the development and expansion of Community based activities across the Foundation taking lead on the commercialisation and growth of Tots / Minis, Advanced Player and Train Like a Pro.
- To carry out any other administrative duties as and when required by the Community Foundation.
- To contribute to the ongoing review and continuous improvement of the Foundation objectives and administration.



- To embody and lead by example to staff/volunteers and players the Club Vision, Philosophy and Ethos.
- To participate in the organisations' Staff Performance Appraisal system including noting the ongoing needs of your CPD.
- To adhere to all applicable Foundation policies as per the staff handbook.

Key Relationships:

- Head of Community Football,
- Football Development Officers
- Community Academy Manager – Girls' & Women
- Girls' & Women's Performance Academy Manager
- Scottish Football Association
- Scottish Youth Football Association
- Scottish Women's Football
- Regional League administrators
- Hibernian Football Club – staff, partners, and groups
- Edinburgh Leisure
- Loretto School staff

Competencies and Qualifications

	Essential	Desirable
Qualifications	UEFA 'B' Licence and or Scottish FA Advanced Children's Licence	Scottish FA Coach Developer Award HNC / HND in Sports Coaching or Sports Management or another relative subject. Safeguarding Qualification First Aid Qualification
Work Related Experience	Three years' experience of leading a team, setting out a vision for success and inspiring outstanding contributions from team members. Experience of grassroots club management Minimum of 3 years administration experience in youth / grassroots sport.	Experience with player, coach & volunteer recruitment, and management. Experience in creating club-based curriculums and coach development structures. Experience of product / programme development with the view of creating a commercialised offering.



	<p>Experience of building relations with key stakeholders at a senior level</p> <p>Experience of setting team goals, planning team activity, reporting on outcomes, solving problems , recruitment and dealing with staffing issues.</p> <p>Three years' demonstrable experience of delivery a customer-focussed service, responding to the needs of service users and enhancing their overall experience.</p> <p>Managing a team delivering a series of community projects, creating suitable measurements to track and report on progress.</p> <p>Experience of setting, working towards and meeting KPIs and targets within a sports related organisation.</p> <p>The ability of building relations with key stakeholders at a senior level</p>	<p>Creation, Managing and reporting on a budget.</p> <p>Experience of leading on marketing and communication plans to develop a service or product.</p>
<p>Personal Attributes</p>	<p>Excellent communication skills – both internally & externally.</p> <p>Creative thinking with regards to programme development</p> <p>Confidence in delivering programmes autonomously with little support and guidance.</p> <p>Empathetic and supportive nature to participants' circumstances.</p> <p>Excellent customer service skills.</p> <p>Motivated to succeed by meeting and surpassing targets.</p> <p>Flexible to change.</p> <p>Highly professional always.</p>	



	Must be willing to develop excellent communication channels for our players, parents, and coaches.	
--	--	--

How to Apply

To apply please email your resume / CV to vacancies@hiberniancf.org along with a cover letter detailing your experience and suitability to succeed in the above role. The cover must not exceed 500 words.

When applying, you must include the role title in the email subject.

The closing date for applications is Monday 25th March 2024 at 9.00am.

Interviews will take place at Easter Road Stadium on Tuesday 2nd / Wednesday 3rd April 2024

If you are successful following the interview process confirmation of the role will only be made upon receipt of a current PVG from Disclosure Scotland and 2 references.

All applicants will be considered for work without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.