



BOROUGHMUIR

Rugby and Community Sports Club

Job Role : Community Development Manager
Reports to : The Board of Boroughmuir Rugby & Community Sports Club
Location : Meggetland, 60J Colinton Road, Edinburgh, EH14 1AS
Salary : £25,000 - 27,000 dependant on experience

Job Purpose:

To undertake the day to day operational management of the facility in line with the social enterprise led Business Plan of the new BR&CSC charity aims and objectives. To drive the Club and its community members into a new era as a community sports club alongside its Community Sports Hub partners.

It is essential that this role recognises the volunteer commitment of the Board and Club members and utilises them to their full potential particularly in the light of the new club structure and drive to the new era.

Job Responsibilities:

- The CDM will be responsible for managing 2 full time staff (Bar/Catering Supervisor and Rugby Development Officer) and up to 5 casual/part-time members of staff with support from the Chairman of the Board.
- The CDM will be responsible for managing the facilities budget, financial plan set and approved by the Board at the start of each year.
- The CDM is responsible for all operational procedures in relation to community use of the building and partner clubs usage.
- The CDM will be responsible for leading all integration with community groups and sports clubs in the area working alongside allocated Board members responsible for community and youth development.
- The CDM will develop key community business partners to support the overall development of BR&CSC
- Develop a Funding Strategy to sit within the ongoing Business Plan for the Club for capital and revenue developments alongside our partner clubs at Meggetland.
- Develop medium term strategies to achieve the 3 year business plan outcomes.

Key Job Outputs:

- Development of key community partners to ensure regular use and development of the facility.
- Develop a proactive development programme based on identified need within the community and partner clubs.
- Build, nurture & maintain healthy working relationships with key customers in the community, e.g. local schools & Clubs, youth groups & other organisations.
- Develop a programme which responds to community need and is balanced by the need to keep the facility a sustainable entity in the long term.
- Ensure the effective marketing & promotion of the new brand of BR&CSC service delivery throughout the local community (and beyond).
- Represent BR&CSC on the established Community Sports Hub Venue Group and ensure the ongoing role of BR&CSC as a major venue is continued and developed.
- Support club representative members who sit on the Community Sports Hub Club Group where appropriate.

- Liaise with the Youth and Senior Sections and Edinburgh Leisure to ensure all pitch bookings are in synergy providing a smooth service for the teams.
- Develop funding bids to secure Youth Sports Development support for the Youth Section and our partner clubs.
- Develop a quality monitoring and reporting procedure which includes usage figures along with club members and community member satisfaction information to enable continual improvement to be achieved.
- Manage and implement Health and Safety legislation, also any relevant Codes of Practice and Procedures that apply to specific areas e.g. building maintenance and security.
- Contribute to the strategic decision making process regarding current and future aspirations for BR&CSC.
- To work with the BR&CSC Community Coaches to create and deliver a Development Programme, in conjunction with key partners, for the community of South West Edinburgh.
- Manage the recruitment and selection of staff for BR&CSC.
- Manage BR&CSC staff performance on a day-to-day basis, identify any development needs and deliver/arrange staff training.
- To attend relevant management meetings and deal with any action points arising from the meetings.

Development Manager Qualities Required:

- Teamwork – displaying the ability to contribute co-operatively and successfully when working with others, both internally and externally.
- Preference for Action – grasping issues that require resolution and ensuring that appropriate effective action is taken.
- Business Knowledge – having a sound grasp of BR&CSC plans and operating environment
- Planning and Organising – the ability to develop clear and logical step-by-step plans for yourself and for others which sets out what needs to happen, when, how and by whom.
- Leadership and People Development – Ability to identify the key issues, motivate and empower others to address them in a way which builds morale, generates ownership and commitment towards achieving a common goal.
- Communicating and Influencing – the ability to communicate effectively in a changing environment recognizing the changed management process will take longer for some than others.
- Decision Making and Judgement – the ability to exercise judgement and make sound decisions based on analysis of the information available.
- Strategic Thinking – the ability to look broadly and see the whole process/ picture and to see linkages and interdependencies which may not be obvious.
- Achievement and Self Motivation - the ability to drive high standards of excellence and ever-improving results whilst working at times on your own.

Qualifications/Skills & Experience:

- A proven track record in operational management of a sporting or community facility.
- Financial management experience.
- Proven leadership qualities with the ability to coach, motivate & add value through others.
- Excellent communication skills (written & verbal), with a proven ability to facilitate, influence and negotiate with others.
- Strategic ability to understand our place in our community, our capabilities and identify opportunities to expand and develop the services we can offer.
- Budget planning and IT Skills, with experience of Word, Excel, Powerpoint.
- Possess initiative and have aptitude for problem solving with the ability to lead a busy club environment often with competing demands of users.

Hours of Work / Annual Salary:

- 37.5 hours per week, evening and weekend working required as part of regular working week

Closing Date 1st May 2013

**Please apply by e-mail with a Cover Letter and CV to Penny Lochhead info@pmrleisure.co.uk.
For further information about this role, please call Bill Watson on 07764 17 8900.**