

Hartlepool United Community Sports Foundation

Suit Direct Stadium, Hartlepool, TS24 8BZ

Tel. (01429) 862595

Fax. (01429) 863007

Manager: Keith Nobbs Mobile: 07788724588

Keith.Nobbs@hartlepoolunited.co.uk



1. INTRODUCTION: Job Vacancy

NAME OF POST HOLDER:

Post Title:

HUCSF Deputy Manager

Post Purpose:

- Manage the Community Coaches employed by the Foundation on a day-to-day basis.
- Support the Foundation Manager to ensure the Foundation's strategy and delivery model remains fit for purpose and that appropriate resources are in place.

Reporting to:

HUCSF Manager

Responsible for:

Community Coaches

Liaising with:

All staff

Working Time:

37.5 hours including evening and weekend work

Salary/Grade:

£27334 or £14.17 per hour

Disclosure level

Enhanced CRB

Closing Date for Completed Applications

Friday 9th February 5.00pm 2024

Please email: Keith.Nobbs@hartlepoolunited.co.uk for an Application Form

2. MAIN DUTIES: Job Description

- Manage the Community Coaches which includes Education and Employability, Health and Wellbeing and Social Inclusion.
- Support the Foundation Manager with Safeguarding
- Work with the Foundation Manager to ensure that staff performance-related objectives are relevant for the individuals and the organisation and are measured, monitored, and fulfilled in relation to the strategy.
- Support the Foundation Manager to ensure the Foundation's strategy and delivery model remains fit for purpose and that appropriate resources are in place.



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- Work with the Foundation Manager to deliver Capability Code of Practice, ensuring it is embedded across all Foundation operations and strategy.
- Support the Foundation Manager to produce an annual Impact Report and ensure that the organisation captures the social impact and value of programmes.
- Work with partners, key stakeholders, and external agencies (public, private, and voluntary sector) at a senior level to implement programmes and activities and sitting on external strategic groups that meet the Foundation's strategic objectives, as well as contributing to local priorities.
- Ensure that all relevant contracts and funding grants achieve the required targets, outcomes and reporting to meet obligations in service level agreements.
- Develop and implementing a quality assurance process across the Foundation including supporting the Foundation Manager with the data and impact plan.
- Work with the Foundation Manager to set appropriate team budgets and to oversee and manage these, ensuring budgets are achieved and that programmes are financially viable and sustainable.
- Develop and execute programme operational plans, identifying opportunities and grow restricted funding activity, working with the Foundation Manager to submit relevant grant applications, and tenders/bids for commissioned work.
- Ensure the Foundation's strategy is progressed and underpins all operations. And promote the vision, mission, and core values of HUCSF Foundation.
- Produce timely and appropriate information and papers for the Board of Trustees.

7. ADDITIONAL DUTIES:

- Demonstrate a strong commitment to inclusive practices, adapting resources and engagements to ensure equal opportunities for all. Promote change and positively challenge discrimination.
- Be committed to applying and promoting data protection across the charity.
- An understanding of health and safety in relation to the role and the charity.
- Work with other projects and teams to contribute to a coordinated approach.



- To carry any additional work and



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duties that meet the needs of the business (this may include evening and weekend work)



Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

8. SIGNATURES:

The Foundation will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed _____
Postholder

Signed _____
Manager

Dated _____
Postholder

Dated _____
Manager



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Person Specification

Attributes	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> Level 2 / 3 leaders/managers qualification Qualification [s] in assessing/tutoring 	<ul style="list-style-type: none"> Degree level Qualification in management
Experience	<ul style="list-style-type: none"> Managing and leading a team Managing / supervising budgets, deadlines, reports Premier League and EFLT/PFA projects 	<ul style="list-style-type: none"> Managing a business – programme Hitting deadlines
Knowledge and understanding	<ul style="list-style-type: none"> Understanding of a Trust– club relationships, partnerships with stakeholders Trust policies and procedures Budget setting –forecasting, cash flow, balance sheets 	<ul style="list-style-type: none"> Local Authorities Funding streams Stakeholders – PL, EFLT, local authorities
Skills and Personal Qualities	<ul style="list-style-type: none"> Ability to work with and inspire staff members. Good communication skills Approachable Understanding / empathy Organisation and coaching/teaching skills 	<ul style="list-style-type: none"> Ability to work with a diverse range of young people – ages/abilities/cultures/sexes
Attitude	<ul style="list-style-type: none"> Professional Positive Patience Hard working Supportive Enthusiastic 	<ul style="list-style-type: none">



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