



Company: Dundee FC Community Trust (SC047946)

Job Title: Community Manager

Salary: Competitive

Hours: 37.5 (*weekend work may be required*)

Based: Dundee FC training facility and other sites required

Over the last 4 years, the Community Trust has grown enormously supporting many individuals and families, becoming a leading charity in the city. Due to the expansion of the charity, the Trust is seeking a community manager to continue the development and outreach of the charity.

Working with the Board of Trustees and the CEO, the applicant will play a key role in shaping and implementing the strategic direction of the charity and be involved with leading it into the next phase of development and growth. The successful candidate will provide vision and leadership to ensure that the objective of the charity is implemented.

The Community Manager will be part of the executive team and support the strategic partnerships and represent the charity in the sector, media and with key stakeholders. The post holder will help to grow the charity's profile by promoting the impact it makes within the city.

The successful applicant must have knowledge of the third sector, funding, and the ability to manage staff and have inspirational leadership. You must be able to meet stakeholders across the country and it would be desirable if you have a driving licence and access to a car.

Essentials

- Minimum 2 years of management experience
- Budget experience
- Good communication skills.
- Excellent problem-solving skills.
- Leadership skills to lead senior management and to manage internal and external conflicts.
- Excellent track record of funding
- Time management skills
- The ability to use their judgement to make decisions.
- The ability to prioritise between tasks and delegate, where possible
- Excellent planning skills to implement strategies set by the CEO.
- The ability to manage and motivate staff.
- Excellent literacy and computer skills

Please submit a cover letter and CV to Greg Fenton, CEO or if you require further information, please email greg@dundeefc.co.uk

The deadline is 8 September 2023, interviews will be held on w/c 18th September.
