

# Bonnyrigg Rose Community Football Club



## COMMUNITY DEVELOPMENT OFFICER JOB DESCRIPTION

<b>JOB TITLE:</b> Development Officer	<b>LOCATION:</b> Poltonhall Pavilion, Bonnyrigg
<b>REPORTING TO:</b> Chairperson & Club Management Committee	
<b>JOB SUMMARY:</b> <p>The role of the Development officer is to build on and develop our offering in the Community of Bonnyrigg and surrounding areas.</p> <p>To manage office and field based activities, liaise with all individuals on the Committee, our partners, customer contacts and co-ordinate all to facilitate the smooth running of Bonnyrigg Rose Football Club.</p> <p>The operational plan will require consistent and reliable management ensuring the correct structure and skills are in place to achieve the strategic plan.</p>	
<b>RESPONSIBILITIES:</b> <ul style="list-style-type: none"><li>• Management of office and site based activities.</li><li>• Attend regular meetings with our current and future partners, local authority, potential funders and build beneficial relationships.</li><li>• Provide support to Bonnyrigg Rose Community Football Club Committee.</li><li>• Manage delivery of Bonnyrigg Rose Community Football Club Business Plan.</li><li>• Compliance with SFA Quality Mark Procedures.</li><li>• Assist with implementing Policies and procedures and in particular in the area of Child Protection and how that impacts with our current club constitution</li></ul>	



Bonnyrigg Rose Community Football Club, Poltonhall Sports Complex, 7a Poltonhall Avenue Road, Bonnyrigg, EH19 2NU, Registered Charity SC050923

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- to generate external funding for future employees
- set up and administer our Gift Aid in conjunction with the Finance Manager and Accountant
- monthly progress reports to the committee
- Any other reasonable duties as directed by Bonnyrigg Rose Community Football Club Committee
- Administering SFA Communications
- Raising and assisting with Grant Applications as applicable
- Administering Communications with the Age Groups
- Administering and assisting with business plans for future Asset transfers

#### **QUALIFICATIONS, SKILLS AND EXPERIENCE:**

- Strong project planning and control skills & experience
- Excellent written and verbal communication & reporting skills
- Organisational understanding
- Excellent people management skills

#### **PERSONALITY PROFILE:**

- Good planning & organising skills
- Good problem solving ability
- Literacy and numeracy skills.
- Customer facing.
- Good Communicator.
- Strong leader and motivator of people.
- Professional attitude to all aspects of behaviour and conduct.
- Dedication to promoting highest level of image and representation.
- Reliable.
- Flexible approach to working day requirements as required to meet Bonnyrigg Rose Football Club needs.
- Willing and able to work on own initiative.
- Self-motivated.

- Flexibility in acceptance of varied duties.
- Tidy, methodical and thorough approach to work.
- A full, clean driving licence.
- Able to lead a team and under own initiative.

**POSTHOLDERS SIGNATURE:**

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Date:

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