

## MORTON IN THE COMMUNITY

<b>Job Title</b>	<b>Sport Project Manager</b>
<b>Hours:</b>	<b>37 Hours per Week</b>
<b>Salary:</b>	<b>£23,000 Per Annum</b>
<b>Closing Date:</b>	<b>Tuesday 29<sup>th</sup> January 2019</b>
<b>Start Date:</b>	<b>Immediate</b>
<b>Interview Date:</b>	<b>Week Beginning Monday 4<sup>th</sup> February 2019</b>



### **Job Role:**

Our organisation has four core functions; Participation in Sport (football and hockey); Health & Well-being; Education, and Employability. The purpose of the position is to lead, manage and deliver our football and hockey activities. When required, the person will be expected to support the delivery of our education, health and well-being projects.

### **Key Duties:**

- To manage and develop the organisations Football and Hockey activities in line with our mission, vision and values.
- Continually evaluate and seek to improve the organisations Football and Hockey activities.
- With support from the Board of Trustees and Chief Executive, sustain existing and secure new provision ensuring sustainability to the organisations Football and Hockey activities.
- Develop and manage partnerships with key stakeholders from the private, public and third sector including funders.
- Meet and exceed KPI's as set by the Board of Trustees, Chief Executive and or funders, or partners.
- Work closely with Scottish FA locally, regionally and nationally in order to contribute to the 'One National Plan'
- Support and develop a structured player pathway for children, youths and adults regardless of age, gender and/or ability.
- Coordinate and develop a qualified team of coaches and volunteers, including achievable CPD plan for all coaches and volunteers.
- Manage projects within agreed budgets.
- Manage and appraise staff in line with the organisations statement on learning and development.
- Provide reports to the Chief Executive and funders as and when required.
- To assist in the development and implementation of all marketing initiatives ensuring projects are fully subscribed.
- Identify and secure additional funding streams in order to grow/ sustain all projects at Morton in the Community.
- Contribute to all Morton in the Community activities and projects including health, employability and education.
- Work closely with Office Manager to ensure all data collection, monitoring and evaluation are up to date and in line with Morton in the Community's GDPR policies.

### **How to Apply**

Email CV and Covering letter to [admin@mortoncommunity.net](mailto:admin@mortoncommunity.net) by the closing date stated above. Please include Job title in email subject.

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### Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<p>Scottish FA Children's Licence and/or UEFA B Licence</p>	<p>SFA Tutor Training (1.1-1.3 both pathways)</p> <p>Educated to Degree Level</p>
<b>Experience</b>	<p>Minimum 2 years project management experience.</p> <p>Ability to work with partner organisations to deliver Morton in the Community objectives.</p> <p>Proven Monitoring and Evaluation experience.</p> <p>Budget management experience.</p> <p>Knowledge of SFA structure and plans.</p>	<p>Previous experience in a similar role.</p>
<b>Personal Attributes</b>	<p>Excellent communication skills – both internally &amp; externally.</p> <p>Passion for sport and physical activity.</p> <p>Empathetic and supportive nature to participants' circumstances.</p> <p>Excellent customer service skills.</p> <p>Flexible to change.</p> <p>Highly professional at all times.</p> <p>Energetic and hard working.</p>	<p>Creative thinking with regards to new programmes and activities.</p>

### **Further Information**

Offers of employment will only be made once satisfactory reference checks and PVG processes have been conducted.

Morton Community have a wide range of participants from children at nursery school, teenagers progressing towards GMFC's elite academy, season ticket holders in our health and well-being programmes to unemployed adults engaging in our employability programmes. Regardless of who we engage with we will always ensure we are offering an excellent and welcoming service. We have been successful thus far due to recruitment of likeminded people who are committed team players working towards a common goal.

Our Mission Statement... **'The Heartbeat of Inverclyde'**

Our Vision... **'Working with Inverclyde to create a Healthier & More Prosperous Community'**

Our Values... **Enjoyment** – providing opportunities for participation while creating friendships in a structured, fun environment.  
**Confidence** – encouraging self-belief to maximise potential.  
**Inspire** – sparking good habits through influential role models.  
**Respect** – recognising honesty, appreciation and trust between all  
**Learning** – celebrating skills and development within a structured, enjoyable environment.  
**Pathway** – visible ladder supporting personal development to fulfil your ambitions.