



Blackburn Rovers Ladies Football Club Ltd.

Job Description

Job Title:	Centre Manager
Department:	Girls' Regional Talent Club (RTC)
Based at:	Preston Sports Arena. On occasion, the role may be based at Ewood Park Stadium, BB2 4JF to attend meetings and/or training. Flexibility regarding location is required.
Reports to:	Head of Women & Girls Elite Football
Responsible for:	All Girls' Regional Talent Club coaches and support staff.
Hours of work:	20 hours per week including training sessions and matchdays plus any additional hours necessary for the performance of duties. This will include regular evening and weekend work.
Contractual status:	Permanent
1. Job purpose:	To manage the RTC to ensure compliance with terms set out by the FA within the Tier 1 licence.
2. Duties and responsibilities:	<ul style="list-style-type: none"> To manage all administration duties to ensure the smooth running of the Centre including player registrations, agreements, league entry including the girl's teams that will play in predominately boys leagues and registration; To manage the staff and player recruitment in line with the Club's safer recruitment procedures; Matchday organisation, booking facilities, officials and all paperwork associated with running matchdays; The ensure the welfare of all players within the RTC and ensuring the staff work collectively; Ensuring the RTC adheres to the FA policies, procedures and regulations for safeguarding children; Monitoring and evaluating the performance of the RTC; The submission of an annual business plan and twice yearly financial monitoring reports to The FA and the preparation for monitoring and evaluation visits To chair and share minutes of regular staff meetings; To cover absence staff in both a coaching and support staff capacity; Attend Club and FA Meetings when required; Prepare and monitor staff hours and timesheets accordingly; Stock take, order and disseminate yearly kit for all staff and players; Arrange and organise any trial events for additional recruitment for the RTC; Liaise with the Head of Women & Girls Elite Football to align the club operations; To prepare business plans for the RTC; To seek opportunities to utilise facilities for training within budget and develop partnerships and collaborations with stakeholders to enhance the provision for Blackburn Rovers Ladies teams;



Blackburn Rovers Ladies Football Club Ltd. Job Description

3. Skills required:	<ul style="list-style-type: none">• A dynamic, confident communicator whilst able to adapt style and approach as and when required;• The ability to engage with businesses, coaches and players;• To manage, lead and inspire coaches and players in line with the Club's vision and philosophy;• Attention to detail and excellent organisational skills;• A conscientious approach to all areas of work;• Flexible approach to work with a proven commitment to teamwork;
4. Knowledge required:	<ul style="list-style-type: none">• Knowledge of safeguarding procedures and protocols;• Knowledge of player development within the female game; and• An understanding of multiple player links for enhancing player recruitment.
5. Qualifications required:	<ul style="list-style-type: none">• Degree in Sports Management, Business Management or other relevant field (essential);• BFAS (essential); and• FA Safeguarding (essential)
DBS check required:	Yes (Enhanced)

The document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation.

How to Apply

Due to high-levels of interest, this post may close early so early application is advised, otherwise the closing date for this role is **9:00am on Monday 2nd August 2021**. To apply, please email your application form and covering letter to recruitment@rovers.co.uk. CV's will not be accepted.

Equality and Diversity

Blackburn Rovers FC is committed to the principle of equal opportunity in employment and its employment policies for recruitment, selection, training, development and promotion are designed to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, religion or belief, sex, sexual orientation, marital status, age, ethnic and national origin, disability or gender reassignment.

Safer Recruitment

Blackburn Rovers FC is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. The job holder will be required to undertake appropriate safeguarding checks as well as providing proof of right to work in the UK.

