

JOB DESCRIPTION	Operations Manager
Reporting to:	SPFL Trust General Manager
Salary:	£25,404
Hours:	35hrs/week
Location:	Hampden Park, Glasgow based with Scotland wide travel*
Contract:	Permanent
Pension:	6% of basic salary paid into an agreeable pension scheme
Holidays:	25 days plus public holidays

The Scottish Professional Football League Trust - Overview

The Scottish Professional Football League (SPFL) Trust is the charitable arm of the Scottish Professional Football League and was established to lead and co-ordinate community engagement activities across all 42 member clubs.

SPFL clubs have a track record of credible and sustained activity, using football and physical activity as a tool to deliver positive life changes in the communities they serve. The SPFL Trust seeks to build on this reputation and co-ordinate projects that will be centrally funded and operate within and across the clubs.

Pillars of Activity

As a registered charity The SPFL Trust delivers projects which fall within four key pillars of activity:

- Health
- Achievement
- Citizenship
- Participation

Job Purpose

The Project Manager will oversee the successful day to day delivery of the SPFL Trust's projects. You will manage the roll out of these projects in partnership, working with other SPFL Trust staff to ensure that projects are delivered in an efficient and professional manner, meeting all funding outcomes and within project budgets. You will assist in the development and creation of SPFL Trust projects and write/contribute to funding applications and funding reports, as required.

Key Tasks

1. Day to day management of the SPFL Trust's key projects and Project Co-Ordinator.
2. Evaluate and report on key projects to the General Manager, funders and key stakeholders.
3. Maintain regular, close communication with Clubs and other stakeholders.
4. Assist in the development of projects including the preparation of funding applications as required
5. Work with the General Manager, clubs and key stakeholders to implement worthwhile project additions.
6. Responsible for project finances on a day to day basis in line with internal policy/procedure.
7. Update and compile project financial reports on a monthly and ad hoc basis.
8. Aid the General Manager in building and maintaining relationships with external agencies.
9. Ensure all relevant project paperwork is kept in accurate and sufficient order to satisfy internal and external viewers.
10. Represent the SPFL Trust, Clubs and projects at national and local events as required.
11. To promote the belief and ethos of the projects and the SPFL Trust at all times.
12. Undertake appropriate training requirements which will support your personal development and keep and accurate record of your CPD log.
13. Undertake any reasonable tasks as required to successfully fulfil the objectives of the SPFL Trust.

Person Specification

The SPFL Trust has developed the use of selection criteria to aid objective recruitment in line with Equal Opportunities Policy. Candidates must address all these criteria in their supporting statement. **Employment is conditional on the successful applicant undergoing reference checks.**

	Essential	Desirable
Experience	<ul style="list-style-type: none"> Experience of working in a team Experience of staff management Experience of national project management Experience of working to targets Experience of partnership working to achieve outcomes Experience in preparing and securing grant funding applications Experience of working with vulnerable groups Experience of networking with external agencies including government and health 	<ul style="list-style-type: none"> Experience in the professional football club setting Experience in the music/creative industries setting Experience of working with challenging groups Experience of supporting people into positive outcomes Experience working with national funders such as Comic Relief and Big Lottery
Knowledge & Understanding	<ul style="list-style-type: none"> A knowledge of health and wellbeing A knowledge of training and education programmes A knowledge of using physical activity to engage those harder to reach An understanding of how to deal with challenging behaviour A knowledge of the SPFL Trust's current activities/projects 	<ul style="list-style-type: none"> A knowledge of football and the SPFL.
Skills & Abilities	<ul style="list-style-type: none"> The ability to effectively manage projects from planning to delivery The ability to deliver projects on budget and to monitor and record project budgets The ability to effectively compile and submit project reports The ability of organise and be self-motivated. The ability to build relationships quickly. The ability to communicate effectively both orally and in writing. To have a confident and calm approach to problems and an ability to use initiative to find solutions. Excellent literacy and numeracy skills. Completely IT literate. Driving License and access to own vehicle. 	
Qualifications	<ul style="list-style-type: none"> Appropriate HND/HNC qualification or relevant professional experience. 	<ul style="list-style-type: none"> Finance qualification Project Management qualification

**Travel costs will be reimbursed in line with the organisation's expenses policy.*