



**community
trust**

job application pack

stronger · healthier · more active communities

VISION

Our vision is clear and ambitious:
Stronger, Healthier, More Active
Communities

MISSION

To work with Fleetwood Town Football Club
and our key partners to inspire, empower,
and help individuals and communities to
improve their physical health and
mental wellbeing

VALUES

- Trust- We will always be open , honest, transparent and reliable.
- Commitment- We are steadfast in our dedication to our community, partners, and participants.
- Inclusivity- We will always strive to provide a platform of opportunity for all.
- Teamwork- We will always support each other, and foster lasting two-way relationships.
- Inspiration- We will provide leadership, hope and opportunity through innovation.

Job Vacancy

Business Development Manager

Job Title: Business Development Manager

Location: Fleetwood Town Community Trust, Poolfoot Farm, Butts Road, Thornton-Cleveleys, Lancashire, FY5 4HX

Rate of Pay: £25,000 - £27,999 + un-capped commission OTE £40,000

Hours of Work: Weekdays with occasional evenings and weekends.

Reports to: Operations Manager

Contract Status: Fixed Term contract dependent on securing future funds

Overview of Company: Fleetwood Town Community Trust (FTCT) is a vibrant and active community project that aims to provide socially inclusive community, health and education engagement programmes which aim to make a difference to the lives of people within our communities.

Purpose of Position:

- Fleetwood Town Community Trust has an exciting opportunity for a newly created Business Development Manager role.
- To develop business leads to generate additional realms of income contributing towards the charitable objectives of the Trust, the official registered charity of Fleetwood Town Football Club. The successful candidate will create and implement an ambitious fundraising strategy with the purpose of engaging with key stakeholders, supporters and the wider community. This exciting new role has a wide range of responsibilities, with a principal focus on identifying business development opportunities, effectively evidencing the impact of our programme delivery and diversifying income streams.
- We are looking for forward thinking, driven, ambitious people who are enthusiastic, ambitious, hardworking, reliable and want to join our community team.



Core Duties & Responsibilities:

- To design and develop the Trust's corporate sponsorship packages.
- To provide exceptional B2B relationships
- To explore and implement new initiatives to encourage further partnership engagement and greater levels of income.
- To communicate the Trust's impact and strategy to wider networks of key stakeholders.
- To lead on all sales, sponsorship and fundraising events for the Trust.
- To ensure all business-related activities is tracked and monitored on a suitable CRM.
- To create new and exciting sponsorship opportunities.
- To positively manage the relationships with sponsors and effectively oversee the renewals process.
- To liaise and work with the Community Trust staff team to gain in depth insight into the key project needs to assist in securing match funding opportunities.

Person Specification:

Skills and Qualifications:

Skill, experience, or quality	Essential or desirable	How tested
Degree in relevant subject	Desirable	Application
Minimum of GCSE Level C or above within English, Maths and ICT	Essential	Application
Background in a similar role with a minimum of 2+ years' experience in a commercial environment	Essential	Application
Strong interpersonal skills for communicating with a range of people and partners	Essential	Application & Interview
Highly self-motivated	Essential	Application & Interview
Excellent planning, organisational & time-management skills	Essential	Application & Interview
Exceptional and proven negotiation, selling and storytelling skills	Essential	Application & Interview
Ability to work under own initiative and meet timescales	Essential	Interview

Person Specification (continued):

Knowledge:

Skill, experience, or quality	Essential or desirable	How tested
Knowledge of how to implement a fundraising strategy and organising fundraising events	Desirable	Application & Interview
Experience working for a charitable organisation	Desirable	Application & Interview
Knowledge of the business demographics on the Fylde Coast	Essential	Interview
Maintain a professional image to all customers through attitude, behaviour and appearance	Essential	Application & Interview
Innovative approach to working and engaging	Essential	Application & Interview
Understanding of safeguarding, health and safety and equality principles, policies and procedures	Desirable	Interview

Other:

Skill, experience, or quality	Essential or desirable	How tested
Full UK Driving License & access to a suitable vehicle for work	Essential	Application & Interview
Positive attitude to work & dedication to making a difference	Essential	Interview

Safeguarding Statement:

The Club is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

The Club has systems in place to ensure that the welfare of vulnerable groups is dealt with appropriately and sensitively. Everyone working at the Club has a duty of care to safeguard the welfare of children and young people by creating an environment that protects them from harm. Our standards of practice ensure all staff are fully aware and understand their responsibilities under safeguarding legislation and statutory guidance.

The Club ensures that all staff that have a direct responsibility for children, young people, or vulnerable adults, have been subject to the most stringent of recruitment practices which include DBS and reference checks. These staff are alert to signs of abuse or maltreatment and will refer concerns to the relevant Designated Safeguarding Officers using the agreed safeguarding procedures.

Equality Statement:

Community Trust is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

FTFC Community Trust is also committed to the safeguarding of vulnerable groups.



Employee Benefits:

- Staff Wellbeing support available with a RAIS qualified counsellor
- Free car parking
- Overtime opportunities (Assisting on a match day or additional delivery)
- 28 days annual leave plus staff loyalty scheme
- Free access to holiday camp provisions delivered by FTFC CT
- Company pension scheme
- Discounted staff menu at Poolfoot Farm Sports & Leisure Complex
- FTFC Staff Uniform
- Monthly Perkbox rewards
- Quarterly Continuous Professional Development Review
- Annual staff awards evening



General Responsibilities:

Health and Safety

To take reasonable care for the health and safety of oneself, other employees and members of the public who may be affected by your acts or omissions at work

To comply with all aspects of the Fleetwood Town FC Health and Safety Policy and Arrangements, to enable the company to perform its civil and statutory obligations in relation to Health and Safety

Customer Service

Identify and meet the needs of colleagues and our customers, focusing on initiating and welcoming contact and communications whilst striving to deliver first class customer service

Recognise potential complaint situations and make effective steps to avoid and/or resolve these situations

Self-Development

To take responsibility for your own development and to help realise your own potential by undertaking any necessary internal or external training sessions in accordance with the Company's Performance and Development Review Policy

Teamwork

Ensure effective communication within your work team and across the Company whilst actively offering support and guidance as necessary

Employee Relations

To make suggestions to improve the working situation and contribute to positive employee relations within their area of work and Fleetwood Town FC as a whole



General Responsibilities (continued):

Equal Opportunities and Harassment

To cooperate with measures introduced to ensure there is equality of opportunity in employment.

To ensure understanding, awareness and compliance with the Company's Equal Opportunities Policies

To ensure that the working environment is free of sexual and racial harassment and intimidation and any other form of harassment constituting unacceptable behaviour which is personally offensive

This 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.

All employees may be required to undertake any other duties as may be reasonably requested.

This job description may be subject to revision following discussion with the person appointed and forms part of the contract of employment.



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STRONGER, HEALTHIER, MORE ACTIVE COMMUNITIES

Fleetwood Town Community Trust
Poolfoot Farm Sports & Leisure Complex
Butts Road, Thornton-Cleveleys
Lancashire
FY5 4HX

Tel: 01253 208442

Email: community@fleetwoodtownfc.com

Web: www.fleetwoodtownfcct.com



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